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| **Job Title:** | Assistant Program Director | **Department:** | Programs Department |
| **Date completed / updated:** | 09/08/2016 | **Reports To:** | Program Director |
| **FLSA status:****(choose one)** | Exempt  | **Position status: (choose one)** |  FT  |

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| **All ETM employees are expected to do the following when performing their respective jobs:** |
| * Perform quality work within deadlines with or without direct supervision
* Interact professionally with other employees, vendors and school stakeholders
* Work effectively as a team contributor on assignments
* Work independently while understanding the necessity for communication and coordinating work efforts with other employees, vendors and school stakeholders
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| **Position Summary / Purpose. What is the overall objective of this position?** |
| The Assistant Program Director works closely with the Program Director to ensure effective program operations on a daily basis. Responsibilities include maintaining effective program administrative functions, documenting program activities and operations, managing relationships with partner school leadership teams, supporting teacher professional development initiatives, independent project management, collaborating with senior program staff, and assisting with the management of program personnel and music teachers. |

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| **Essential Functions which must be performed/completed to achieve the objectives of this position~~.~~**  | **Approximate % time spent.** |
| 1. Personnel Hiring and

Supervision | * Assist with management of teacher mentors and music teachers.
* Assist with the creation of music teacher job postings.
* Assist in the initial music teacher candidate assessment and scheduling of group interview sessions.
* Assist with information session presentations for prospective music teachers.
* Provides updates to the Program Director on all personnel recruitment, hiring and supervision matters.
* Coordinate with Human Resources/Operations concerning music teacher recruitment activities.
* Monitor, report on, and counsel mentor/field supervisors and/or music teachers regarding teacher compliance with the ETM-LA Model, including all policies and guidelines as outlined in the ETM-LA Teacher Manual.
* Assist Program Director to ensure adequate staffing at all Partnership schools including conducting interviews, leading informational group candidate sessions,
* Coordinate with Human Resources regarding music teacher job offers, onboarding, salary, school assignments, status changes, and terminations. Conduct orientation sessions for newly hired teachers.
* Provide updates to the Program Director on music teacher hiring, terminations, and staffing.
* Monitor, verify and approve ETM-LA teachers’ time sheets as record of services and coordinate with Finance to process payroll timely.
* Coordinate with Program Director and Human Resources regarding updating ETM-LA Music Teacher handbook updates.
 | 40% |
| 1. Partner School Liaison
 | * Assist Program Director with managing and fostering positive and effective partner school relationships.
* Assist Program Director and school administrators with music scheduling. Prepare, update and maintain teaching schedules for ETM-LA music teachers.
* Provides updates to the Program Director on partner school relationships, including documentation of services, and ETM-LA music teacher schedules
* Maintain updated inventory of all instruments and classroom supplies. Coordinate with Operations to manage and track inventory.
* Oversee the collection and organizing of permission slips and image releases for all ETM-LA events.
* Coordinate Program Events including scheduling busses, communicating logistics, overseeing check in/check out procedures for parents and students, and creating student seating charts for performances.
 | 30% |
| 1. Liaison to Evaluation Department
 | * Liaise with development and executive departments to assist with providing needed information and support (i.e., data collection, standardized test distribution, assistance with assessment test logistics & parent permission forms)
* Provide updates to Program Director regarding communications and materials provided to the Evaluations Department
* Oversee surveys of various stakeholders including parents, students, general education teachers, and principals.
 | 10% |
| 1. Professional Development
 | * Assist with the coordination and logistics of ETM-LA Music Teacher Training Institute.
* Manage music teacher resource library, including the recommendations for any enhancements.
* Assist with the development of a Music Teacher Lab.
* Assist with the organization of music teacher professional development resources, tools, and materials.
* As directed, design and build professional development curriculum materials by incorporating input from other program and school personnel.
 | 20% |

 Total: 100%

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| **Other Functions:** |
| 1. | Other duties as assigned by the Program Director or Executive Director |
| 2. | Manage and organize ETM-LA Resource Library and materials |
| 3. | Be flexible on weeknights and weekends for program events. |
| 4. |  |
| 5. |  |

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| **Supervisory Responsibility, if any:** |
| Assist with the supervision of field supervisors/mentors and music teachers |
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| **Working Conditions:** |
| Office environment with some travel each month to partner schools or clients located throughout Los Angeles County. Occasional travel outside Los Angeles may be required. |

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| **MINIMUM Qualifications: the minimum level of education, experience and certifications acceptable for the position.** |
| **Education:** | Bachelor’s or Master’s Degree in Music Education, Education, Educational Leadership, Education Administration, and/or Nonprofit/Arts Administration, or related field |
| **Experience:** | * 3+ years of K-12 classroom teaching or equivalent experience in Nonprofit/Arts Administration.
* Staff/project management experience
 |
| **Specific skills:** | * Personnel management and development experience
* Budgeting experience
* Exceptional communication and interpersonal skills
* Self-starter who is energized working in a dynamic environment
* Able to work as a team player in a collaborative work environment.
* Computer literate including MS Office Suite, other software/applications (i.e. Adobe, GoToMeeting, Prezi, etc.)
* Exceptional organization and prioritization skills
* Experience facilitating workshops, seminars, and/or professional development for small and large groups of people.
 |
| **Specialized knowledge, licenses, etc.** | California Teaching Credential (or out of state equivalent) in Music or Multiple Subject |

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| **PREFERRED Qualifications:** |
| **Education:** | * Master’s degrees in Education, Education Administration, and/or nonprofit arts management/administration.
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| **Experience:** | * Experience in inner-city schools (i.e. teacher, administrator, aid, volunteer)
* Prior experience building school music and/or arts programs.
* Curriculum Design
 |
| **Specific skills:** | * Accompanying on piano and/or guitar
 |
| **Specialized knowledge, licenses, etc.** | * Knowledge of music pedagogy, educational psychology, and child development
* Proficient musicianship
* Valid state issued teaching certificate
* Metrics in teacher and program evaluation
* Proficient in classroom technology
* Knowledge of music repertoire and teacher resources
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**This job description is not intended to include an exhaustive list of activities or tasks. There may be additional responsibilities requested or assigned according to the needs of the business.**

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| **ACKNOWLEDGEMENTS BELOW** |

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| Employee printed name: |  |
| Employee signature: |  |
| Date: |  |

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| Supervisor /Manager printed name: |  |
| Supervisor / Manager signature: |  |
| Date: |  |