



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY
INTERNAL CANDIDATES ONLY

POSITION: Music Events Assistant

LOCATION: Central Office

POSITION SUMMARY: This person will assist with planning, coordinating and supporting the All-County, Tri-County, and District XII events, including Performance Assessment Festivals.

REPORTS TO: Supervisor of Fine Arts

QUALIFICATIONS AND EXPERIENCE: (These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.) At the time of employment, the candidate must:

1. Possess a valid Maryland State Department of Education Teaching Certificate in K-12 Music.
2. Have successful teaching experience in the field of music.
3. Have demonstrated leadership and experience in managing large groups of children and adults.
4. Demonstrate excellent oral and written communication skills.
5. Demonstrate ability to work independently under minimal supervision and bring tasks and projects to completion.
6. Demonstrate ability to work under moderate to high levels of stress.
7. Demonstrate success in accomplishing tasks consistent with those responsibilities listed below.
8. Possess alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

ESSENTIAL JOB FUNCTIONS:

1. Secures facilities for the all-county, tri-county, and District XII events in consultation with the Supervisor of Fine Arts.
2. Contacts and arranges for conductors and adjudicators for all events in consultation with the Supervisor of Fine Arts. Maintains communication with these individuals in preparation for each event.
3. Coordinates necessary lodging and food for events.
4. Communicate with individual event managers regarding facilities, schedules, and other needs.
5. Develop schedules for District XII Performance Assessment Festivals, as well as District XII solo and ensemble festival and Elementary Solo and Ensemble Festival.
6. Coordinate with the Supervisor of Fine Arts to arrange bussing and substitutes as needed for events.
7. Other related duties as assigned by the Supervisor of Fine Arts.

OTHER DUTIES: Performs related work as required or assigned by the Supervisor of Fine Arts

PHYSICAL DEMANDS: Position requires significant periods of standing and walking and is performed in a variety of school environments. Candidate should be able to lift and move up to 30 lbs. as needed.

UNUSUAL DEMANDS: This position will require evening and weekend hours.

TERMS OF EMPLOYMENT: Extra-duty, extra-pay position: \$2,040 for full year. This position may end after 2018-2019 school year.

FLSA STATUS: Exempt.

EVALUATION: Performance will be evaluated annually in accordance with the policy on evaluation as established by the Calvert County Public Schools.

APPLICATION PROCEDURE: Coach/Club/Advisor application should be submitted to the Supervisor of Fine Arts.
www.calvertnet.k12.md.us

References must be directly related to work and educational experience and must include current immediate supervisor.

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
1305 Dares Beach Road
Prince Frederick, MD 20678
(443)550-8000

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Ms. Kimberly Roof, Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:
Dr. Victoria D. Karol, Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.