

**LAMPETER-STRASBURG SCHOOL DISTRICT**  
Lampeter, Pennsylvania 17537

**DUTIES AND RESPONSIBILITIES OF K-12 Music Department Chairperson**

The Music Department Chairperson provides leadership in the development, establishment, and maintenance of a quality departmental program. He/she is vested with the authority to accomplish this goal in cooperation with the building principals. General responsibilities and duties are as follows:

**I. STAFF DEVELOPMENT**

Recommend music department related in-service and staff development programs to the building principals.

**II. CURRICULUM DEVELOPMENT, IMPLEMENTATION, AND REVIEW**

A. Maintain Planned Courses and Courses of Study for all curricular offerings of the department.

B. Coordinate, plan, and oversee the scheduling of dates and reservation of auditoriums for departmental concerts and performances.

C. Coordinate and plan K-12 curriculum committee meetings.

**III. SUPPLIES, MATERIALS AND EQUIPMENT SUPERVISION**

A. Maintain annual inventories of equipment, textbooks, and supplies.

B. Coordinate annual District Music budget for submission to the (building principals) business manager.

C. Coordinate use of supplies, equipment, and other materials within the department.

D. Submit repair orders for departmental equipment as necessary.

E. Submit equipment, music, textbook, and supply orders and follow district procedures for selection of new textbooks.

**Approved by Board of School Directors 04/04/05**