



## **JOB DESCRIPTION**

### **Professional Development Director**

#### **QUALIFICATIONS**

Required:

- Experienced music educator with AOSA Certification in Orff Schulwerk Approach
- Approved AOSA Teacher Educator or Teacher Education Course Director
- Computer and word processing skills – prefer proficiency in Microsoft Suite, Google, and other cloud-based file management and editing systems
- Knowledge of the purpose of AOSA and the history and philosophy of Orff Schulwerk
- Ability to interact with diverse personalities and points of view
- Possess leadership qualities including the ability to guide, delegate, advise, and organize

Preferred:

- Masters and/or Doctorate work directly related to the Orff Schulwerk approach
- Post Level-III experience
- Experienced Orff Schulwerk presenter of workshops and at conferences

#### **APPOINTMENT**

By the Executive Director as outlined in the Code of Regulations and Personnel Policies

#### **REPORTING**

The AOSA National Board of Trustees via the Executive Director

#### **STIPEND**

Determined based on experience and available funds

#### **EVALUATION**

The Executive Committee and reporting National Board of Trustees (NBT) Committees will annually evaluate the work of the Professional Development Director.

#### **PERFORMANCE RESPONSIBILITIES**

##### **I. GENERAL**

- Execute duties in a professional and courteous manner supporting the image and standards of AOSA and conforming to the policies of AOSA
- Attend the AOSA Professional Development Conference and all meetings associated with job duties
- Respond in a timely manner to correspondence (written, electronic, or phone) regarding matters associated with AOSA Professional Development activity, working with HQ staff and NBT committees to appropriately address issues, concerns, and ideas generated from these communications
- Coordinate and manage electronic file editing and storage system using cloud-based server (box.com) and Google Drive for storage and editing activities.
- Perform duties as assigned by NBT or Executive Director

## **II. COMMITTEE COORDINATION and REPORTING**

- Curriculum and Instruction (CI) Committee
  - Work with committee chairs on programs and projects managed by the committee including: Teacher Education Programming and Conference session, etc.
  - Provide document development, editing, and storage; maintain records; coordinate and carry out communications; maintain spreadsheets; provide advice when requested regarding policies and procedures; etc. working with Professional Development Assistant (PDA) on daily tasks completion
  - Assist in oversight and administration of CI Committee subcommittees and panels: Curriculum Oversight and Review Subcommittee (CORS), Basic Teacher Education Assessment Panel (BTEAP), Movement Teacher Education Assessment Panel (MTEAP), Recorder Teacher Education Assessment Panel (RTEAP), Continuing Teacher Educator Development (CTED) Subcommittee
  
- Professional Development Research (PDR) Committee
  - Work with committee chairs on programs and projects managed by the committee including: Chapter/Community-based programs, digital professional development, etc.
  - Provide document development, editing, and storage; maintain records; coordinate and carry out communications; maintain spreadsheets; provide advice when requested regarding policies and procedures; etc. working with PDA on daily tasks completion
  - Assist in oversight and administration of PDR Committee subcommittees: Post Level III (PLIII) Subcommittee, Orff Schulwerk Education Programming (OSEP) Subcommittee

## **III. PROGRAM MANAGEMENT: TEACHER EDUCATION PROGRAM**

- Teacher Education Courses Management
  - Develop and maintain communications timeline regarding course approval and communications
  - Develop and maintain content for Course Director website
  - Develop, edit, and maintain application materials with PDA
  - Develop, edit, and maintain course packets, including policies and procedures, disseminating to approved courses based on established communications timeline with PDA
  - Communicate with course directors regarding course approval timeline and requirements
  - Receive, review, and make decisions regarding course applications with CI Committee, communicating with course directors regarding status
  - Manage approved course google sheet for website population
  - Work with individual course directors as needed to maintain a positive course experience for participants
  - Work with CI Committee regarding policies and procedures

- Oversee PDA in coordinating, consolidating, and reporting course evaluations to Subcommittee
- Identify, recruit, and assist in the creation of new Teacher Education Courses, specifically in under-served areas of the country
- Provide assistance with chapter/course relations to ensure connection of course attendees to local/regional Orff Schulwerk opportunities
- Approved Teacher Educator Roster
  - Manage approved teacher educator database
  - Maintain group databases of teacher educators for re-approval process
  - Develop, edit, and maintain application materials for teacher educator renewal
  - Communicate with teacher educators regarding renewal including reminders and application status
  - Receive, review, and make decision regarding applicant status working with CI committee as needed for approvals/denials
  - Maintain electronic records associated with teacher educator approvals, coordinating with Headquarters (HQ) staff that materials link to member's profile
- Apprenticeship Program
  - Work with HQ staff to develop, edit, and maintain application materials and guidelines, working with CI Committee, AARP, and TEAP on content and timelines
  - Work with HQ staff regarding application collection and review methodology, coordinating materials for review by appropriate committee and panel members
  - Communicate with apprentice applicants regarding status of application
  - Work with appropriate subcommittee regarding application approval process
  - Oversee apprentice timeline, ensuring all stakeholders are aware of deadlines
  - Develop, edit, and maintain approved course sites for apprenticeship training
  - Maintain database of all teachers who apprenticed from 1993 to current
  - Communicate with all stakeholders regarding apprentice status
  - Manage Apprenticeship Stipend Program including requesting funds and sending support materials to HQ staff to process payments
- AOSA Teacher Education Curriculum
  - Work with CORS to maintain curriculum
  - Work with PDA to update documents, send materials to Communications Director for website updating, etc.

#### **IV. PROGRAM MANAGEMENT: CONFERENCE**

- Teacher Educator Continuing Education Sessions
  - Work with CTED Subcommittee regarding format, coordination, and content area
  - Work with CI Committee regarding approval of CTED recommendations
  - Maintain database of past content and presenters
  - Attend sessions, serving as scribe if needed
- Meeting of the Minds
  - work with PDR Committee regarding approval of content, format, and facilitators/panelists for session

- Maintain database of past topics and panelist
- Attend session, serving as scribe if needed
- Introduction to Schulwerk and Introduction to Level II
  - Work with OSEP Subcommittee regarding format, coordination, and content area
  - Work with PDR Committee regarding approval of OSEP recommendations
  - Maintain database of past facilitators/presenters
- Subcommittee meetings (CTED, PLIII, OSEP, CORS, TEAP, AARP)
  - Attend meetings of all subcommittees at conference

## **V. PROGRAM MANAGEMENT: DIGITAL PROFESSIONAL DEVELOPMENT**

- Digital Mentorship Program
  - Work with PLIII Subcommittee to ensure all aspects of program run smoothly and effectively, maintaining policies and procedures as developed by PLIII
  - Manage database of mentor/mentee relationships
  - Receive and process mentorship applications, working with PLIII to assign relationships
  - Develop templates for reporting based on policies and procedures established by PLIII Subcommittee
  - Work with PLIII Subcommittee to coordinate communication with mentor relationships confirming progress and assisting with concern
- Web-Based/App-Based Professional Development Programs (Professional Learning Networks, Webinars, video trainings, etc.)
  - Work with PDR to coordinate program providing administrative support and maintenance of documents associated with successful implementation of program
  - Assist PDR in identification of topics and moderators for events this includes recruiting topics from PDR and CI subcommittees
  - Track topics presented maintaining a database of presentation, target group, and attendance statistics
  - Manage all technical aspects of presentation: webinar platform management set up and design of webinar agenda and materials, event tech support, etc.
  - Coordinate, collect, and report on evaluations of individual events providing information to PDR and CI regarding successes and areas of concern for use when planning future events

## **VI. NATIONAL BOARD OF TRUSTEES**

- Prepare written reports for NBT meetings
- Prepare, with the Executive Director, budgets associated with coordinated programming
- Seek advice from the President, Executive Director, or other members of the NBT concerning matters without precedent or clear regulation
- Attend any and all meetings as requested