


JESSE BACON, SUPERINTENDENT

ADRIENNE USHER, ASSISTANT SUPERINTENDENT

BRANDY HOWARD, CHIEF ACADEMIC OFFICER

TROY WOOD, CHIEF OPERATIONS OFFICER

TO: Dr. Jesse Bacon, Superintendent
Dr. Adrienne Usher, Assistant Superintendent

FROM:  Dr. Althea Hurt, Director of Human Resources

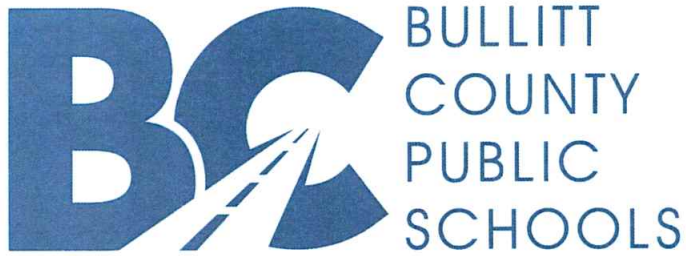
DATE: September 11, 2025

RE: Item for the SEPTEMBER Board Meeting - Music Performance Coordinator
Stipend for Elementary Schools

Lisa Lewis, Director of Finance, requests approval for a new **Music Performance** extra duty position. This role, funded by the General Fund, will be responsible for leading the planning, organization, and direction of at least two musical performances annually for elementary schools. The request includes approval of both the job description and the associated stipend.

Attachment: Memo from Director Lewis
Job Description

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DEPARTMENT OF FINANCE

LISA LEWIS, DIRECTOR

STEPHANIE BONNETT, ASSISTANT FINANCE OFFICER

FREDA HOLDERMAN, ACCOUNTING SUPERVISOR

TO: Dr. Althea Hurt, Director of Human Resources

FROM: Lisa Lewis, Director of Finance *Lewis*

DATE: September 9, 2025

RE: Job Description (Extra-Duty)
Music Performance Coordinator (Elementary)

I am recommending the approval of a stipend position titled Music Performance Coordinator for our elementary schools. This position will provide leadership in planning, organizing, and directing at least two musical performances each school year, which may include vocal and/or instrumental groups. The coordinator will collaborate with staff to prepare students, schedule events, and engage families and the community through student performances.

This stipend supports our commitment to fine arts education and offers students meaningful opportunities to showcase their talents while strengthening school and community connections.

OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE

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Position Title: Music Performance Coordinator (Elementary)—extra duty

Position Summary:

The Music Performance Coordinator supports the elementary school's fine arts program by planning and leading student musical performances. This role provides students with opportunities to develop their musical skills, showcase their talents, and engage families and the school community through the arts.

Qualifications:

- Certified elementary teacher or staff member with experience in music instruction preferred.
- Strong organizational and leadership skills.
- Ability to collaborate with staff, students, and families.
- Commitment to promoting student growth and positive performance experiences.

Commitment and Responsibilities:

- Coordinate, plan, and direct at least two student musical performances each school year.
- Organize and prepare vocal and/or instrumental groups for performances.
- Collaborate with school staff to schedule events and secure necessary resources.
- Provide students with opportunities to rehearse and refine musical skills.
- Promote family and community engagement through student performances.
- Dedicate time outside of the regular school day for rehearsals and events as needed.