

## PASADENA INDEPENDENT SCHOOL DISTRICT

**Honors Music Coordinator  
Responsibilities**

1. Discuss the Music Honors program with students in each of the top groups on your campus.
2. Hand out applications to interested students.
3. Post deadlines in each classroom.
4. When students return the signed application, hand out the theory study packet.
5. Schedule the theory exam.
6. Grade papers and send applications to Director of Fine Arts.
7. Schedule theory exam retake, if necessary.
8. Notify counselors of students taking Music Honors.
9. Each student who passes the exam should be given the Requirements sheet, the Honors sheet, and the Deadlines sheet.
10. Keep a folder for each student. Include the application form and an evaluation form for each student. Add the research paper and the concert evaluations as they are completed.
11. Grade the research papers.
12. Notify counselors if any students need to be dropped from Honors.
13. Notify the student's music teacher of their research paper grade, which is the student's semester exam grade in that class.
14. Collect concert critiques as they are turned in.
15. Schedule an Honors recital in the spring for the students' second performance. If possible, all music teachers should be at the recital to grade their students' performance.
16. Notify the music teachers of the second semester exam grade.