

## JOB DESCRIPTION

**DEPARTMENT:** FINE AND PERFORMING ARTS

**JOB TITLE:** HIGH SCHOOL ORCHESTRA  
ASSISTANT DIRECTOR

**REQUIREMENTS:**

- A. Education Level:** Bachelor's or master's degree with SD teaching license in instrumental music or composite endorsement
- B. Experience Desired:** Student teaching experience in conducting/teaching instrumental music.
- C. Physical Requirements:** This position requires constant hand-eye and mind-eye coordination, hearing; intermittent repetitive motions with the wrists, hands and fingers, sitting, walking, talking, and keyboarding. The position requires frequent lifting, bending, stooping, pulling, speaking, turning, grasping and carrying.
- D. Other Requirements:** Proficiency with string, wind and keyboard instruments. Must exhibit successful leadership, organizational, public relations and business skills. Demonstrated ability to follow Board policy.

**REPORTS TO:** Orchestra Director, Principal,  
Coordinator of Fine Arts

**RECEIVES GUIDANCE FROM:** Orchestra Director, Coordinator of Fine Arts, Department Chair

**DATE:** May 2017

**ESSENTIAL FUNCTIONS AND DUTIES:**

- 1. Assists in the** preparation of two major concerts per orchestra group each year and up to 30 ensemble performances.
- 2. Prepares** students for participation in festivals, competitions, educational trips and the region contests.
- 3. Prepares** students for participation in homecoming and Booster Club activities as requested by special activity committees.

4. Assists with the supervision and maintaining of the building string ensemble music library and contributes to the maintenance of the district library.
5. Prepares students for auditions, rehearsals and performances of All State Orchestra and All State Honors Orchestra.
6. Rehearses orchestra sectionals, symphony orchestra and group instruction.
7. Works closely with the band directors on the scheduling of rehearsals and performances of wind players.
8. Organizes the use of guest clinicians/soloists/conductors.
9. Assists with the advising and monitoring of all orchestra booster activities.
10. Maintains a current inventory of orchestral instruments including the name/address/phone/parent of user.
11. Assists with the bi-annual preparation of a music theater production with the theater and choral department as per request of drama and vocal music department.
12. Collects and processes data for awards system.
13. Assists the orchestra director with curriculum, calendar, travel, schedules, equipment, maintenance, music library and district budget needs.
14. Works with the other members of the department to coordinate all activities of the orchestra department.
15. Organizes fund raising on rotation and according to Board policy for a large orchestra trip.
16. Coordinates rehearsal performance room through music staff and Fine Arts Department Chair.
17. Performs other duties as assigned by supervisors.

#### **WORKING CONDITIONS:**

<b>A.</b>	<b><u>Inside</u></b> Orchestra Room Auditorium	<b><u>Outside</u></b> Outdoor Concerts Travel	<b><u>Both</u></b> Community Performances
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**B. Climatic Environment:**  
Possibly exposed to extremes of temperature. Occasionally subjected to extreme noise, odors, mists, dust and poor ventilation.

**C. Hazards**  
Possible exposure to communicable diseases. Travel between locations will cause exposure to hazardous driving and walking conditions.

**D. Work Year:**  
Extra Duty/extra pay positions are for a fiscal year (July 1-June 30). Duties of the position may be performed any time during that period depending upon the position/season.

**I have read and understand this job description and can fulfill the essential functions as listed.**

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Signature

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Date