

JOB DESCRIPTION

DEPARTMENT: MUSIC

JOB TITLE: **ELEMENTARY ORCHESTRA
DIRECTOR PARTIAL**
(Based on the number of schools,
students, and remainder of assignment)

REQUIREMENTS:

- A. Education Level:** Bachelor's degree
- B. Experience Desired:** Elementary orchestra teaching/student teaching experience
- 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:** Piano and string instrument proficiency. Strong organization, communication and interdisciplinary skills. Demonstrated ability to follow Board policy.

REPORTS TO: Principal, Coordinator of Fine Arts

RECEIVES GUIDANCE FROM: Coordinator of Fine Arts

DATE: Revised June 1998

ESSENTIAL FUNCTIONS AND DUTIES:

1. Prepares two major concerts per assigned building each year.
2. Maintains the building string ensemble music library and contributes to the maintenance of the district library.
3. Prepares students for participation in school sponsored performances.
4. Maintains a complete inventory of orchestra instruments including the name/address/phone/parent of the user.
5. Prepares students for performance in the area elementary/middle school orchestra festival.
6. Prepare students for participation in string contest.
7. Works with the other members of the department to coordinate activities of the orchestra department.

8. Meets with the Fine Arts Coordinator on curriculum, calendar, equipment, maintenance, schedules, music library and district budget needs.
9. Organizes parent appreciation and student recruitment activities.
10. Prepares students for performance at community activities, conventions, and district wide school sponsored activities.
11. Coordinates rehearsal/performance room usage with the other music directors and the Fine Arts Department Chair.
12. Performs other duties as assigned.

WORKING CONDITIONS:

A.	<u>Inside</u> Classroom Auditorium/Gym	<u>Outside</u> Outdoor Concerts	<u>Both</u> 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 time period depending upon the position/season.

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

Signature

Date