

JOB DESCRIPTION

DEPARTMENT: FINE AND PERFORMING ARTS

JOB TITLE: MIDDLE SCHOOL
ORCHESTRA DIRECTOR

REQUIREMENTS:

- A. Education Level:** Bachelor's degree
- B. Experience Desired:** Middle school orchestra student teaching/teaching or elementary strings
- 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 in string and keyboard instruments. 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 July 2002

ESSENTIAL FUNCTIONS AND DUTIES:

1. Prepares two major concerts per orchestral group each year and up to six ensemble concerts per year.
2. Organizes and coordinates an area elementary/middle school festival.
3. Prepares students for participation in string contest.
4. Prepares students for participation in other school sponsored performances.

5. Supervises and maintains the building string ensemble music library and contributes to the maintenance of the district library.
6. Rehearses orchestra sectionals, symphony orchestra and individual/small group instruction.
7. Rehearses string ensemble twice a week for a minimum of 80 minutes.
8. Works closely with the band directors on the scheduling of rehearsals and performances of wind players.
9. Organizes the use of guest clinicians/soloists/conductors.
10. Maintains a current inventory of orchestra instruments including the name/address/phone/parents of user.
11. Meets with the Fine Arts Coordinator on curriculum, calendar, schedules, equipment, maintenance, music library and district budget needs.
12. Works with the other members of the department to coordinate all activities of the orchestra department.
13. Organizes a tour to the area elementary schools.
14. Organizes parent appreciation and student recruitment activities.
15. Coordinates rehearsal/performance room usage with the other music directors and the Fine Arts Department Chair.
16. Performs other duties as assigned.

WORKING CONDITIONS:

A.	<u>Inside</u> Classroom Auditorium/Gym	<u>Outside</u> Outdoor Concerts Buses	<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

Print Name

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