

Middle School Instrumental Music - Orchestra Job Description

Purpose: To carry out the objectives of the Orchestra Music Activity Program and to follow the policies and procedures of Derby Public Schools.

Responsible to: Building Principal/Activities Leader

Salary: Annual Supplemental Contract

Classification of Employment: Exempt (if certified)

Date: November 2016

Qualifications:

1. Knowledge of CPR and First Aid is encouraged.
2. Have fundamental knowledge of the activity.
3. Ability to select from a variety of instruction methods.
4. Possess all certification required by the State of Kansas.

Essential Functions:

1. Knowledge, Skill and Abilities

- a. Supervise Orchestra Music Activity Program at assigned school under the direction of the Building Principal.
- b. Supervise all performances and practice sessions.
- c. Prepare students for all performances and approved regional and state events.
- d. Coordinate clinics and regional events that are held at assigned buildings.
- e. Have a thorough understanding of the rules and regulations regarding the Orchestra Music Activity Program.
- f. Communicate regularly with supervisors regarding the progress and development of the Orchestra Music Activity Program.
- g. Prepare a detailed annual report highlighting the activity accomplishment, participation levels and recommendations for improvement of the activity.
- h. Perform other duties or tasks related to the Orchestra Music Activity Program including, but not limited to, offering private lessons at no charge, seasonal groups and other groups of student interest that are not included in the curriculum.

- i. May be responsible for supervising students on out-of-town activities. This may involve staying overnight and driving a district vehicle.
- j. Must have a valid driver's license.
- k. Follow board policies and administrative rules and regulations.

2. Physical Requirements/Environmental Conditions:

- a. Requires the ability to manually move, lift, carry, pull or push objects over 50 pounds.
- b. Must be able to sit on a bus for extended periods of time.
- c. Must be able to project voice from distances necessary to complete the job.
- d. Requires the ability to stand for extended periods of time.
- e. Requires the ability to work steady for extended periods of time.
- f. Requires the ability to work in hostile and emotional atmospheres.
- g. Occupationally exposed to bloodborne pathogens and other potentially infectious materials based on task and procedures required.
- h. Must be able to tolerate temperature and weather fluctuations.
- i. Must be able to tolerate high levels of noise and/or music.
- j. Must be able to tolerate high levels of stress.
- k. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

- 1. Keep an accurate and up-to-date inventory of orchestra equipment.
- 2. Assume responsibility for the constant care of equipment and facilities used for the program.
- 3. Inform students of lettering criteria at the beginning of the year and recommend students for awards based on a fair interpretation of those criteria.
- 4. Recommend budget items for the activity portion of the Orchestra Music Activity Program to be included in the building orchestra music budget.
- 5. Recommend facility maintenance or improvements needed for the Orchestra Music Activity Program.
- 6. Attend staff development meetings, clinics, and other professional activities to improve coaching performance.
- 7. Keep abreast of new information, innovative ideas and techniques.
- 8. Comply with legal and regulatory requirements of the various governmental agencies.
- 9. Adhere to all district health and safety policies.
- 10. Perform all duties required by state and federal statutes and by Board of Education policy and action.
- 11. Other duties as assigned by the Building Principal and Activities Leader or other appropriate administrative staff, which are consistent with the general requirements and qualification of the position.