

**TITLE: Orchestra Director**

**QUALIFICATIONS:**

Certification by Kentucky Department of Education with proper endorsement, plus responsible experience in teaching and supervision, or any equivalent combination of experience or training.

**REPORTS TO:** Principal

**PRIMARY JOB GOAL:**

To develop in each pupil an appreciation of the art of music as part of general culture; to teach techniques of vocal or instrumental music expression; to discover and develop talents of pupils in the field of music; to develop knowledge and skills in listening to and reading music.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Comprehensive knowledge of principles and practices of modern public school music education and the ability to apply them to the needs of the school/district; knowledge of current curriculum and instructional practices as they relate to music education, must be trained in strings, proficient on violin, viola and cello; ability to plan, organize, and coordinate the components of music education; ability to communicate clearly both orally and in writing; ability to develop effective working relationships with the entire school community; ability to travel to more than one work location in the course of the day if assigned to an itinerant position; commitment to education reform.

**PERFORMANCE RESPONSIBILITIES:**

- Maintains at all times an orderly learning atmosphere and keeps the Principal fully informed of the music education program's activities and problems.
- Teaches skills in music appreciation, harmony, and explorations in general music, and/or in instrumental music (band, orchestra, instrumental ensemble), and/or in choral music (chorus, choir, choral ensemble) to pupils; utilizes appropriate learning activities.
- teach at district level K-12 to grow and develop the string program
- perform two concerts per year – one mid-year and one Spring
- Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
- Plans a balanced music program, and organizes daily class time so that preparation, rehearsal, and instruction can be accomplished within the allotted time.
- Provides individual and small group instruction in order to adapt the curriculum to the needs of each pupil.
- Utilizes a repertoire of all types of music literature, including traditional and contemporary, that are appropriate for the ages and skill levels of the pupils.
- Is used as a resource person to correlate music with other subjects or activities.
- Controls the storage and use of school-owned property; if applicable, makes minor adjustments and requests repairs to instruments as required.
- Establishes and maintains standards of pupil behavior to provide an orderly, productive environment during practice, group rehearsal, and musical performances.
- Evaluates each pupil's musical growth and performance, assessing each individual's contribution to the performance of the group.
- Plans, rehearses, and directs pupils in musical programs for the school and the community.
- As appropriate, selects and requisitions books, musical instruments, and instructional aides which support the music education curriculum as established by the district/school SBDM Council; maintains required inventory records.
- Communicates with parents, teachers, and school counselors on pupil progress.
- Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.



- Makes provisions for being available to students and parents for education-related purposes including, under reasonable terms, time outside the instructional day.
- Cooperates with the school administration in providing musical programs for school productions, graduation ceremonies, and/or civic functions.
- Supervises pupils in out-of-classroom activities as assigned.
- Participates in curriculum and other developmental programs.
- Participates in faculty committees and sponsorship of pupil activities.
- Maintains professional competence through professional development activities provided by the district/consortia and in self-directed professional growth activities related to music.
- Participates cooperatively with the Principal or his designee to develop the method by which the teacher will be evaluated in conformance with district guidelines.
- Attends faculty meeting and Parent/Teacher Organization meetings; serves on staff and SBDM Council committees as assigned.
- Always maintains the highest professional standards in personal conduct.
- Performs related duties and assumes other responsibilities as may be assigned by the Principal or the Superintendent.

#### PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

1. Check the frequency and number of hours a day the worker is required to do the following specific types of activities:

ACTIVITY	FREQUENCY		# OF HOURS A DAY								
	CONTINUOUS	INTERMITTENT	1	2	3	4	5	6	7	8	8+
a. Sitting		x	x								
b. Walking		x	x								
c. Standing		x	x								
d. Bending		x	x								
e. Squatting		x	x								
f. Climbing											
g. Kneeling		x	x								
h. Twisting		x	x								
i. Lifting		x	x								

#### LIFTING

☒ 0-10 lbs. ☒ 11-15 lbs. ☒ 16-30 lbs. ☒ Over 31 lbs.

2a. HAND MANIPULATION REQUIRED? ☒ Yes (If yes, complete 2a,2b,2c,2d,2e)  
☐ No

2b. Repetitive hand movements? ☒ Yes ☐ No

2c. Simple Grasping?	Right Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Left Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2d. Power Grasping?	Right Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Left Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2e. Pushing Pulling?	Right Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Left Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2f. Fine Manipulation:	Right Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Left Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

3. (a) Does the job require worker to reach or work above the shoulder? ☒ Yes ☐ No

Frequency? ☐ intermittent

(b) Reaching at or below shoulder level? ☒ Yes ☐ No

Frequency? ☐ intermittent

4. Does the job require use of his/her feet to operate foot controls or repetitive movement? ☐ Yes ☐ No

5. Are there special visual or auditory requirements? ☒ Yes ☐ No

If yes, please describe (i.e. working with computer terminal): working with musical instruments



**WORK ENVIRONMENT:**

- a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions? ☒ Yes ☐ No
- b. Is the employee exposed to fumes or airborne particles? ☒ Yes ☐ No
- If yes, please specify: Concerts may be conducted outside

**BLOOD/FLUID EXPOSURE RISK: (check the right category)**

☐ Category I: Tasks involve exposure to blood, fluid, or tissue

☒ Category II: Usual tasks do not involve exposure to blood, body fluid, or tissues but job may require performing unplanned Category I tasks.

☐ Category III: Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.

**TERMS OF EMPLOYMENT:**

Up to 185 days of employment; salary to be established by the Board of Education.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

Date of Approval: April 15, 2021

I have read and understand the terms set forth in this job description.

Signature of Employee \_\_\_\_\_

Date Signed \_\_\_\_\_