



TITLE: ACTV Assistant Orchestra Director HS (Stipend)

Position Inventory: N/A

DEPARTMENT: Activities Office

FLSA STATUS: Non Exempt

REPORTS TO: Building Administrator/Head Orchestra Director **FT/PT:** N/A

RECEIVES GUIDANCE FROM: Activities Department

BASIC FUNCTION: Assist head orchestra director in conducting and administering performances and rehearsals outside the school day. Supports the head director in carrying out other tasks required to sustain a high school instrumental music program.

ESSENTIAL FUNCTIONS:

1. Support and assist with individual and sectional lessons and rehearsals.
2. Assist the head director in conducting performances a minimum of twice during the school year.
3. Support and attend high school orchestra events.
4. Select age appropriate music to perform.
5. Utilize school resources to communicate with parents, staff, students and community to promote and organize orchestra activities.
6. Communicate with postsecondary schools and provide support to those students who aspire to college level music programs.
7. Support and attend solo/ensemble festivals and contests
8. Support and attend honor ensembles.
9. Attend work on a prompt and regular basis.
10. Maintain confidentiality.
11. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
12. Assist with other duties as may be assigned.

HIRING SPECIFICATIONS:

Required:

1. Bachelor of Music Education degree (for assigned stipend) or experience in music performance (for ratio stipend).
2. Competency working in a culturally diverse environment or the willingness to acquire these skills.

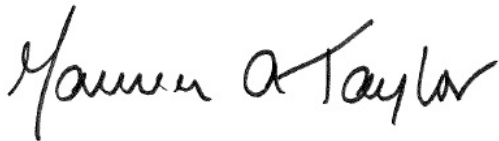
Desired:

1. Experience directing or leading a band or orchestra in a middle or high school setting.

PHYSICAL DEMANDS:

		NEVER 0%	OCCASIONAL 1-32%	FREQUENT 33-66%	CONSTANT 67%+
A.	Standing				X
B.	Walking			X	
C.	Sitting		X		
D.	Bending/Stooping		X		
E.	Reaching/Pushing/Pulling		X		
F.	Climbing/Stairs		X		
G.	Driving		X		
H.	Lifting (10 lbs)			X	
I.	Carrying (10 feet)			X	
J.	Manual Dexterity Tasks				
	Telephone		X		
	Computer		X		
	Other		X		
K.	Working Conditions				
	Inside			X	
	Outside			X	
	Extremes of Temperature/Humidity			X	

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.



Human Resources Generalist

*This job description is not approved without the signature of a Human Resources Representative.

Date: 06/13/2017