
ST. JOSEPH

SCHOOL DISTRICT

Position Title: High School Assistant Orchestra Director

Qualifications:

Required: Bachelor's Degree in a Job-Related Area

Preferred: Appropriate Missouri State Teacher Certification

FLSA: Exempt

Salary Schedule: Extra-Duty

Direct Report: High School Activities Director

Terms of Employment: As per Extra-Duty Assignment Letter

Purpose: The High School Assistant Orchestra Director position is performed for the purpose of assisting the High School Orchestra Director during concert season, festivals, solo and small ensembles, and community events.

Essential Job Functions:

- Attends work in a regular, reliable and punctual manner.
- Attends orchestra department co-curricular events for the purpose of enhancing student and community experience.
- Attends and collaborates orchestra participation at co-curricular events for the purpose of supporting, monitoring and directing students.
- Co-directs orchestra ensembles (e.g. leading violin sectional, etc.) for the purpose of giving individualized instruction to students.
- Creates an environment conducive to learning for the purpose of physical, social and emotional development of students.
- Develops and coordinates off season activities for the purpose of constantly improving student skills.
- Evaluates student performing groups for the purpose of giving valuable feedback and critique of the performances.
- Manages and coordinates with staff for the purpose of creating a positive culture within the department.
- Manages the equipment for the purpose of making sure all items required for the event are accounted for.
- Prepares students for District and State auditions and competitions for the purpose of setting students up for success, while following MSHSAA guidelines.

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- Schedules individual or group sessions (e.g. solo, small ensemble, etc.) for the purpose of individualized instruction to enhance student skill level.
- Selects music for performances for the purpose of selecting challenging and appropriate level of material.
- Supervises students at any extra-curricular events for the purpose of ensuring proper student behavior in accordance with Board policies.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Employee Behavior and Conduct:

District employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact, both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest, and respectful.