

Position: Orchestra

Level: Middle

Type: Curriculum/Course Assignment

Minimum Requirements:

- TSPC license
- First Aid certified
- Glucagon Certification
- Epinephrine Trained

Required Knowledge, Skills & Abilities:

- District, state, national and competition guidelines
- Understanding child growth and development
- Using assessment techniques and monitoring strategies to identify student efforts, performance, strengths and weakness.
- Effectively communicating with both students and adults
- Providing training and coaching to improve individual and group performance
- Managing and directing other paid adults.
- Managing and directing adult volunteers.
- Providing leadership and vision for the program.

Responsibilities:

- Developing and adhering to an established budget
- Scheduling events, planning for transportation, reserving facilities
- Providing supervision at all events, meetings, practices and competitions
- Ongoing and updated communication with students, parents and families
- Working directly with school administrator
- Handing out, collecting and monitoring paperwork
- Maintaining an updated inventory of equipment (uniforms, supplies, instruments, etc)
- Maintaining music library
- Recruitment of program participants
- Distributing and posting schedules

Equipment & Facilities:

- Instrumental music programs need to monitor school owned instruments, track maintenance and total number of instruments.
- Transportation of instruments and music stands to off-site performances.
- Complete sound checks and ensure audio equipment is adequate for performance.
- Monitor uniforms and dress attire checked out to students.
- Schedule concerts in conjunction with other programs, school events, and possibly the high school.
- Work directly with school administration and custodial staff for concert set up and take down.
- Maintain and schedule maintenance for school equipment, including the piano.

Total number of events:

At the middle level a stipend for band, orchestra or choir is based on a specific number of events. The number of events reflected in a full (1.0) stipend is a total of eight events that occur outside of the typical workday, for at least one hour with students, over the course of a single school year. Within this expectation, each site will have a Fall, Winter, Spring and end of year performance. The remaining four performances are agreed upon between the member and administrator who oversees the department no later than October of each year.

At a minimum there will be four performances per educator, per site for the Fall, Winter, Spring and end of year performance.