

CUMBERLAND REGIONAL SCHOOL DISTRICT**JOB DESCRIPTION****SUMMER INSTRUMENTAL AND VOCAL LESSONS DIRECTOR****JOB GOALS**

To provide leadership in helping each participating student achieve a high level of skill, an appreciation for the values of discipline on their particular instrument. To instruct student participants in Band activities.

QUALIFICATIONS

1. Be employed by the district and hold a valid New Jersey Teacher's Certificate/Sub-Certificate or be otherwise eligible in accordance with the provisions of N.J.A.C. 6:29-3.3.
2. Expressed interest for advisorship in the Instrumental Lessons.
3. Successful experience in leadership with student group(s).
4. Physical ability to perform essential functions.
5. Available to work during assigned Summer hours.
6. Knowledge of advising techniques and human behavior.
7. Familiar with the care and treatment of student instruments.
8. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

1. Advise individual participants in the skills necessary for competence on their instrument or voice.
2. Provide a positive learning environment for the student participants.
3. Plan and schedule a regular lesson program in accordance with district policy.
4. Manage student behavior during activity sessions.
5. Take necessary and reasonable precautions to protect students, equipment, materials and facilities.
6. Recommend purchase of equipment and supplies as appropriate.
7. Communicate opportunities for sending district students' participation.
8. Maintain complete and accurate records as required (i.e. attendance forms, insurance records, etc.).
9. Assume primary responsibility for scheduling and preparation for the lessons to be held.
10. Perform such other tasks (which may require knowledge of other job descriptions) as seem to be appropriate to the Cumberland Regional School Board or Administration.
11. Maintains satisfactory attendance, as defined in District policy and regulations.
12. Adhere to related Federal laws, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

ESSENTIAL SKILLS/ABILITIES

1. High integrity and ethical standards.
2. Ability to work with assigned students.
3. Ability to follow instruction.

4. Good communication skills
5. Ability to lift up to 15 pounds at a time.
6. Prolonged periods of standing or walking.
7. Ability to traverse various grounds and facilities.

REPORTS TO

Principal/Superintendent.

TERMS OF EMPLOYMENT

Summer Session position.

EVALUATION

Performance of the job will be evaluated by Principal or Designee.

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **February 28, 2019**
UPDATED: **August 28, 2024**