



Job Title: High School Orchestra Teacher

Supervisor: Reports to the Building Principal or other appropriate School Administrator

Terms of Employment: 190 Days

Job Summary:

To assume responsibility for the administration of the high school orchestra program at assigned high school by providing a quality music education program for students.

Essential Duties:

1. Provide instruction to orchestra students: (1) in effective performance practices in full orchestra, string orchestra, chamber ensembles, and other appropriate venues; (2) by developing effective, daily lesson plans that incorporate a variety of research-based instructional strategies designed to maximize learning for all students; (3) that is based upon the South Carolina Standards for Instrumental Music Education (strings) and reflective of guidelines and procedures outlined in the HCS Curriculum Guide, the MENC Orchestra Guidelines, and the South Carolina Music Educators Association Handbook; (4) that is part of a consistent, comprehensive, and sequential 6-12 curriculum developed and implemented in conjunction with the middle school orchestra director(s) and school fine arts departmental expectations; (5) that utilizes an appropriate grading system consistent with district, school and departmental expectations; (6) in a safe and orderly environment built upon an effective classroom management plan that is consistent with school administration expectations; (7) in a positive classroom environment that encourages individual and ensemble achievement.
2. Be responsible for performances of the orchestras of the assigned school as follows: (1) provide a minimum of two local public concerts during the school year; (2) perform for appropriate on-campus school events; (3) perform ceremonial music for events and activities of the school, which may include performing the National Anthem, school songs, or other appropriate ceremonial music when required; (4) select, with guidance from the school principal, a limited number of off campus performance experiences that contribute to the educational objectives of the orchestra program. Might include, but not limited to, All County, Regional, State Orchestra auditions and clinics, State Festival, Solo and Ensemble Festival, concert exchanges or tours, etc.
3. Maintain adequate and current records which should include: (1) inventory and check-out records for instruments, uniforms, music, and other materials; (2) correspondence and related communications; (3) enrollment and instrumentation records; (4) attendance,



grades, registration, and related information; (5) financial records of school, school district, booster club, and other funds; (6) other records as necessary or efficient operation of the orchestra program.

4. Develop plans for daily rehearsals and extra-curricular rehearsals in order to provide efficient use of students' time and the acquisition of skills and concepts.
5. Effectively communicate with school and district administrators concerning orchestra activities and seek guidance and/or permission in advance as appropriate.
6. Develop and distribute an annual schedule of orchestra events and activities to provide timely notice of such events for administrators, parents, and students.
7. Serve as the school's liaison to the orchestra booster club if one exists.
8. Complete all school and district reports, surveys, and other paperwork within designated timelines/deadlines.
9. Attend district staff meetings and events and maintain good communication with district administrators through principals.
10. Maintain orchestra facilities in a clean and organized manner.
11. Keep parents, the public, and media, through appropriate administrators, apprised of orchestra activities, events, and accomplishments.
12. Support the instrumental music instructional team by coordinating with the middle and high school orchestra and band directors to plan and organize performances and events in a manner which addresses the needs of the total instrumental music program in grades 6-12 and which takes maximum advantage of the resources of such teamwork between schools.
13. Coordinate with the middle school orchestra director(s) to plan and organize performances and other events in a manner which addresses the needs of the total orchestra program in grades 6-12.
14. Assume other responsibilities as necessary for the effective operation of the orchestra program and any other such responsibilities as assigned by the principal.

Other Duties:

Perform other tasks and responsibilities as assigned by the Principal or other appropriate administrator.



Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Bachelor's Degree or Higher from a *regionally* accredited college or university.
2. Valid teaching certificate with certification in the area of Instrumental Music.
3. Minimum of 3 years of previous experience as an orchestra teacher preferred.
4. Such alternatives to the above qualifications as the Administration and/or Board may find appropriate and acceptable.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl. Duties may involve risk resulting from attending to students' behavioral, physical or sanitation/hygiene needs. Individual should be able to hear and understand speech at normal levels and on the telephone and, speak in audible tones so that others may understand clearly in person and on the telephone.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds;
- Sufficiently mobile to ensure the safety of students;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.



Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be conducted in work-related community settings and/or occasionally performed on study trips away from the school.

Pay Grade: Teacher Salary Scale

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

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