



Job Title: High School Orchestra Director (Supplemental Assignment)

Supervisor: School Principal

Terms of Employment: This is a supplemental assignment in addition to regular teaching duties and is compensated according to the district supplement schedule. The position is a one-year appointment made at the discretion of the principal and is not guaranteed from year to year.

Job Summary

- Serves as a teacher leader responsible for developing and sustaining a comprehensive orchestral program that promotes musical excellence, student engagement, and school pride.
- Plans and conducts concert performances, prepares students for auditions and honor orchestra opportunities, and ensures a safe, well-managed, and inclusive environment for all participants.
- Provides positive and productive leadership aligned to the principal's vision and supports schoolwide goals related to student achievement, extracurricular engagement, and community involvement.

Essential Duties

Program Leadership and Performances

1. Plan and conduct the Fall Concert.
2. Plan and conduct the Spring Concert.
3. Coordinate and prepare students for participation in orchestral performances and events throughout the school year.

Auditions and Honor Orchestra Participation

1. Prepare students for All-County Orchestra auditions, regardless of student participation.
2. Support participation in All-County Orchestra, regardless of student participation.
3. Prepare students for Region Orchestra auditions, regardless of student participation.
4. Support participation in Region Orchestra, regardless of student participation.
5. Prepare students for All-State Orchestra auditions, regardless of student participation.
6. Support participation in All-State Orchestra, when applicable.

Student Experience and Program Development

1. Support recruitment, engagement, and retention of student members.
2. Promote a positive and inclusive environment that supports student growth and connection.
3. Encourage student leadership, responsibility, and teamwork within the orchestral program.
4. Monitor eligibility and academic expectations for participation, when applicable.

Events, Supervision and Safety

1. Coordinate and supervise rehearsals, performances, competitions, and service projects.
2. Provide supervision to ensure student safety during all meetings, events, and trips.
3. Ensure compliance with district policies and safety procedures during all activities.

Communication and Collaboration

1. Communicate effectively with students, parents, and school administration regarding schedules, expectations, and program updates.
2. Collaborate with other sponsors and staff to support schoolwide initiatives and culture.

Operations, Budget and Compliance

1. Maintain inventory and monitor the department budget, including instruments, uniforms, and equipment.
2. Manage fundraising efforts in accordance with district procedures.
3. Ensure proper care, organization, and tracking of all orchestral resources.
4. Complete and submit required forms, permissions, and documentation in a timely manner.

Expectations

1. Maintain full classroom teaching responsibilities while fulfilling supplemental duties.
2. Participate in required meetings, training, and planning sessions.
3. Collaborate with administration to align the orchestral program with school goals.
4. Uphold all district policies, school procedures, and professional standards.
5. Perform additional duties as assigned in support of school programs and student success.

Minimum Qualifications (Knowledge, Skills and Abilities Required)

1. Valid South Carolina teaching certification.
2. Minimum of three years of successful classroom teaching experience (preferred).
3. Demonstrated instructional expertise, particularly in literacy and/or core content areas.
4. Strong facilitation, communication, and organizational skills.
5. Ability to lead adult learning and build capacity among peers.

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.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds
- 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

- 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.

Supplement Amount: \$2,500.00

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.

