

Cape Girardeau Public School District No. 63
Job Description

Job Title: Orchestra Director

Terms of Employment: 10-month contract; 183 days

FLSA Status: Exempt

Reports To: Principal

Brief Description of Position:

The Orchestra Director will direct and manage the string instrumental music program for grades 7-12 for the school district.

Required Qualifications

- Bachelor's degree with orchestral conducting, music education and musical performance required
- Valid Missouri teaching certificate
- A minimum of three (3) years professional experience in conducting and teaching string instrumental music
- Demonstrate excellent musicianship and artistry as a conductor and educator
- Demonstrate a strong understanding of youth orchestra repertoire, instrumental curriculum and string pedagogy (beginning, intermediate and advanced levels)
- Possess knowledge of overall operation of instrumental music program
- Communicate effectively with multiple constituent groups including students, parents and community groups
- Manage budget effectively

Essential Duties and Responsibilities

- Prepare students for participation in festivals, competitions, educational trips and regional contests
- Prepare students for auditions, rehearsals and performances of All-State Orchestra and All- State Honors Orchestra
- Work closely with band and vocal directors on the scheduling of rehearsals and performances
- Organize the use of guest clinicians, soloists and conductors
- Advise and monitor all orchestra booster activities
- Maintain a current inventory of orchestral instruments
- Rehearse and conduct musical theater productions in conjunction with the theater and choral departments
- Work with the other members of the Music Department to coordinate all activities of the orchestra
- Organize fund raising according to Board policy
- Performs other duties as assigned by the Principal.

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between schools will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time
- Requires constant hand-eye/mind-eye coordination, hearing; intermittent walking, talking and writing.
- Frequent keyboarding and repetitive motions with wrists, fingers, and hands are required.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 1, 2013