



**Job Title:** Head Orchestra Director for High School

**Exemption Status/Test:** Exempt

**Reports to:** Campus Principal/Visual and Performing Arts Director

**Date Revised:** February 20, 2015

**Dept. /School:** Assigned Campus

**Funding Source:** GISD Teacher Pay Schedule Plus \$5,000 Stipend (192 Days)

**Primary Purpose:**

Direct and manage the overall program of instrumental music (band) for the campus and provide students with an opportunity to participate in extracurricular orchestra activities and ensure compliance with all state, University Interscholastic League (UIL), and district requirements

**Qualifications:**

**Education/Certification:**

Bachelor's degree in music from an accredited college or university  
Valid Texas teaching certificate in secondary music  
ESL Certification preferred

**Special Knowledge/Skills:**

Knowledge of overall operation of orchestral music program  
Ability to manage budget and personnel  
Knowledge of state and UIL policies governing orchestra  
Ability to implement policy, procedures, and data  
Strong instructional communication, public relations, organizational, leadership, and interpersonal skills  
Willingness to advance knowledge by attending workshops, conventions, and staff development sessions  
Adept in string pedagogy with a basic knowledge and understanding of wind and percussion essentials

**Experience:**

Three to five years teaching and instrumental directing experience  
Experience as a successful high school director preferred

**Major Responsibilities and Duties:**

**Program Planning**

1. Direct high school instrumental performers, including concerts, theater pit orchestras, soloists, and ensembles
2. Engage and plan with middle school and high school directors to align programmatic curricular and extra-curricular activities with the orchestra cluster
3. Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in orchestra
4. Provide for orchestra participation at extracurricular events, including concerts and UIL activities
5. Arrange transportation, lodging, and meals for out-of-town events
6. Comply with federal and state laws, State Board of Education (SBEC) rule, UIL rules, and board policy in the orchestra area

7. Obtain and use evaluative findings (including student achievement data and current technology) to determine program effectiveness and ensure that program renewal is continuous and responds to student needs
8. Design and implement plans for recruitment and retention of students
9. Recommend policies to improve program.
10. Support Orchestra Booster Club activities.

### **Budget and Inventory**

11. Ensure that programs are cost-effective and funds are managed wisely
12. Compile budgets and cost estimates based on documented program needs
13. Coordinate fundraising activities and manage funds
14. Maintain current inventory of all fixed assets within department through Charms management system
15. Oversee process of cleaning, repairing, and storing all orchestra equipment

### **Instruction**

16. Develop and implement plans for instrumental music program and show written evidence of preparation as required
17. Prepare lessons that reflect accommodations for individual student differences
18. Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations
19. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned
20. Conduct ongoing assessments of student achievement through formal and informal testing
21. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students
22. Actively participate in district and area music events, including festivals, Pre-UIL events and UIL/TMEA events

### **Student Management**

23. Apply and enforce student discipline in accordance with the Student Code of Conduct and student handbook
24. Accompany and supervise student on out-of-town trips
25. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities

### **Communication**

26. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers
27. Maintain professional relationship with colleagues, students, parents, and community members

### **Personnel Management**

28. Assist with recruitment, selection, training, supervision, and evaluation of assistant orchestra director(s)
29. Recruit, supervise and evaluate private lesson instructors for campus/cluster

### **Supervisory Responsibilities**

30. Administer and supervise the duties of assistant orchestra director(s)
31. Perform other supervisory duties as assigned by principal or administrator

**Mental Demands/Physical Demands/Environmental Factors**

Ability to maintain emotional control under stress

Available for frequent in-district and occasional state-wide travel

Available to work prolonged and irregular hours

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.