



**Job Title:** Middle School Orchestra Director

**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 \$3,500 Stipend (192 Days)

**Primary Purpose:**

Direct and manage the overall program of instrumental music for 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 instrumental 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

**Experience:**

Three years of successful teaching and orchestra directing experience preferred  
Experience as a successful middle school director preferred

**Major Responsibilities and Duties:**

**Program Planning**

1. Engage and plan with high school directors to align programmatic curricular and extra-curricular activities with the orchestra cluster
2. Work with teachers 5-12 to promote and encourage student participation in the orchestra program
3. Direct middle school instrumental performers, including beginner, intermediate and advanced orchestras; soloists, ensembles, and competition groups
4. Engage and plan with middle school and high school directors to align programmatic curricular and extra-curricular activities with the orchestra cluster
5. Establish performance requirements, enforce academic requirements, and verify each student's eligibility in orchestra

6. Provide for orchestra participation at extracurricular events, including concerts, pep rallies, and UIL activities
7. Arrange transportation, lodging, and meals for out-of-town events (if applicable)
8. Comply with federal and state laws, State Board of Education (SBEC) rule, UIL rules, and board policy in the orchestra area
9. 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
10. Design and implement plans for recruitment and retention of students
11. Recommend policies to improve program
12. Support Orchestra Booster Club activities (if applicable)

### **Budget and Inventory**

13. Ensure that programs are cost-effective and funds are managed wisely
14. Implement sound budgetary practices in accordance with district/state guidelines
15. Compile budgets and cost estimates based on documented program needs
16. Coordinate fundraising activities and manage funds
17. Maintain current inventory of all fixed assets within department through Charms management system
18. Oversee the process of cleaning, repairing, and storing all orchestra equipment

### **Instruction**

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

### **Student Management**

26. Apply and enforce student discipline in accordance with the Student Code of Conduct and student handbook
27. Accompany and supervise students on all trips
28. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities

### **Communication**

29. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers
30. Communicate with principal/counselor regarding scheduling and staffing needs
31. Maintain professional relationship with colleagues, students, parents, and community members
32. Work to provide campus, district and community awareness of band activities and performances

### **Personnel Management**

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

### **Supervisory Responsibilities**

- 35. Administer and supervise the duties of assistant orchestra director(s)
- 36. Perform other supervisory duties as assigned by principal or administration

### **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.