



File #117

***Cleveland Heights-University Heights Board of Education
Supplemental Job Description***

Job Title: Instrumental Concert	Building: Middle school
Immediate Supervisor: Principal	Duration of position: School year
Salary Category: F	Expected # of participants: Approx. 40 to 50
Date of Last Program Review: November 2014	

Statement of purpose:

- **In order to provide students an organized opportunity for co-curricular exposure to a shared interest, in this case playing an instrument in an instrumental music concert at the school, the advisor will provide oversight to all aspects of the co-curricular group.**

Group goals

- To provide students the opportunity to demonstrate their growth in instrumental music to their families, friends, neighbors, teachers, peers and community members.

Minimum knowledge, skills, certifications, physical requirements

- Licensed music teacher
- Piano proficiency
- Conducting and rehearsal experience
- Knowledge of appropriate elementary orchestra repertoire (winds, brass, strings and percussion)

Detailed essential function(s) - specific to position:

- Select repertoire for orchestra and small ensembles
- Rehearse students solos and small ensembles
- Accompany student solos and small ensembles on piano or arrange accompanist
- Design, produce and copy programs for the concert
- Communicate with families to arrange student and family participation
- Manage students prior to, during, and after the concert
- Facilitate appropriate set up for the event in coordination with custodial staff

Time Commitment Expected:

- Preparation time (clerical duties including but not limited to copying music, selecting repertoire, creating programs, creating folders, setup of stage, submission of work orders) – 10 to 15 hours per year
- Contact time (includes rehearsing solos and small ensembles with students, dress rehearsal, evening performance) – 10 to 15 hours per year

Other Duties and Responsibilities:

- Coordinate financial aspects of the club
- Deposit all play proceeds with school treasurer/authorize payment of production bills through district fiscal policies and regulations
- Coordinate fund raising aspects for the club
- Organize all working committees and prepare schedule for rehearsals and committee meetings
- Perform other duties as assigned by the Building Principal/Superintendent

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Teaching Certificate or Licensure
- Such alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

Equipment Operated:

- Computer/printer
- Telephone
- Copier
- Motor vehicle
- Calculator
- Fax machine

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students
- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional evening/weekend/summer work
- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.