



File #99

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

Job Title: Music Orchestra Director	Building: CHHS
Immediate Supervisor: Principal	Duration of position: School year
Salary Category: E	Expected # of participants: Approx. 120
Date of Last Program Review: October 2014	

Statement of purpose:

- **Work together with Musical Director and other production team members to provide the student instrumental ensemble accompanying the musical theater production.**

Group goals: *{Refers to the general goals for the students participating in this co-curricular group}.*

- Rehearse and perform a standard musical theater instrumental score together with student actors/singers and stagecraft personnel.
- Experience the process of mounting a musical theater production.

Minimum knowledge, skills, certifications, physical requirements: *{Refers to the minimal skills the person in charge of this co-curricular group must possess, including: equipment operation}*

- K-12 Music Certified High School Staff
- Orchestral conducting and musical theater performance experience

Detailed essential function(s) - specific to position: *{Refers to the duties and responsibilities of the person in charge of this co-curricular group}*

- Weekly meetings with musical production team
- Ad hoc meetings with musical director and/or rehearsal pianist to discuss execution of the score (tempi, cuts, alterations, etc.)
- 1-2 observations of evening piano rehearsals to prepare pit orchestra
- Rehearsal of score with co-curricular or extracurricular ensemble, depending upon instrumentation and pit director discretion (see comments below).

Time Commitment Expected: *{Refers to the total amount of time you commit as the person in charge of this co-curricular group for the duration of this activity. Please list student contact time and preparation time separately.}*

- Individual preparation (score study, material preparation, pit setup, etc.): 15 hours
- Team meetings/observations: 25 hours

- Rehearsals/performances: 80-90 hours

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

Comments: In recent years (2011-2013) the Pit Orchestra has been a part of the Heights High Symphony's curriculum and has been "double-cast" in order to give this experience to as many students as possible. However, some scores may not allow for this (eg, no violas) and require a more targeted or smaller ensemble, which would likely be a volunteer/ extracurricular group (as in 2009 and 2010). Both models have been used effectively.

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.