



File #179

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

Job Title: Reaching Musical Heights Showcase Elementary Challenge Choir or Band Director (every 4 years)	Building: Elementary school
Immediate Supervisor: Principal	Duration of position: 4 to 8 weeks
Salary Category: 1.5 X G	Expected # of participants: 30 to 40 students
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 performing at Severance Hall to showcase their talents, the advisor will provide oversight to all aspects of the co-curricular group.**

Group goals:

- To provide students an opportunity to showcase their musical talents at a public performance at Severance Hall in front of peers, older students, family, friends and community members.

Minimum knowledge, skills, certifications, physical requirements

- Licensed music teacher
- Available for the day/evening rehearsal and evening/weekend performance as scheduled

Detailed essential function(s) - specific to position:

- Familiarize self with musical selection(s)
- Audition students and select qualified performers
- Provide copies of musical selection(s) to selected students and teach and practice selection(s)
- Schedule and facilitate rehearsals
- Communicate with families and arrange permission slips and transportation
- Collaborate as a team member with other music teachers in melding the elementary groups together to perform as one.
- Attend dress rehearsal and performance with students
- Stay with students after performance until all are collected by responsible adult

Time Commitment Expected:

- Preparation time 5 to 10 hours
- Rehearsal time at school 10 to 20 hours
- Dress rehearsal and performance 10 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

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.