



EMPLOYEE NAME: _____

Revised: 7/86; 10/88; 6/92; 1/94; 7/94; 11/94; 5/95; 2/97; 4/01; 5/04; 10/12,6/13; 6/17; 6/18

JOB DESCRIPTION

POSITION TITLE: Teacher, Assistant Middle School Orchestra	JOB CODE: 120
DIVISION: Leadership	SALARY SCHEDULE: Teacher
DEPARTMENT: Leadership	WORK DAYS: 188
REPORTS TO: Principal	PAY GRADE: CIT (4, 5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: To assist the band director in providing musical instruction for students and present them in performance as part of that instruction.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree
2.	Certification/License Required: Valid Georgia Teaching Certification
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; instructional strategies that connect the curriculum to the learners; student management

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assists in the instructional delivery of the Cobb County School District orchestra curriculum.
3.	Instructs students on their instruments at their level and to ensure each student's progress by as much individualization as possible.
4.	Presents concerts or programs as dictated by the instructional needs of the students and the valid expectations of the community.
5.	Selects music for performances which will further the student's musical technique, understanding and appreciation.
6.	Assists in the preparation of 7 th and 8 th grade orchestras for the Middle School Orchestra Large Group Performance Evaluation each year.
7.	Prepares students for auditions and try-outs for honor organizations and scholarships.
8.	Recruits new students into the orchestra program.
9.	Spends a minimum average of 7½ hours per week beyond the hours required of non-supplemental teacher in instructional (including performance) activities with orchestra students or in county-wide meetings and events.
10.	Prepares paperwork such as inventory, purchase orders, instrumental check-out forms, report cards, attendance, uniform records, music, library records, etc. The <u>responsibility</u> for the completion and accuracy of paperwork rest with the orchestra director.
11.	Supervises students at all performances, rehearsals and on trips.
12.	Meets expectations according to the regular middle school teacher job description.
13.	Maintains prompt and professional communication with parents.
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____