



EMPLOYEE NAME: _____

Revised: 1/86; 4/86; 10/88; 6/92; 1/94; 11/94; 5/95; 2/97; 3/01; 5/04; 10/12, 6/13; 6/18;9/24

JOB DESCRIPTION

POSITION TITLE: Teacher, Assistant High School Orchestra	JOB CODE: 114
DIVISION: Leadership	SALARY SCHEDULE: Teacher
DEPARTMENT: Leadership	WORKDAYS: 187
REPORTS TO: Principal	PAY GRADE: CIT (4, 5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: To provide musical instruction for students and to present them in performance as part of that instruction.	
REVISION DATES(S): 9/24	

REQUIREMENTS:

1.	Educational Level: Bachelor’s degree
2.	Certification/License Required: Valid Georgia Teaching Certificate
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; assists in the orchestra program at schools other than the one of primary responsibility as directed.
3.	Instructs all 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 directed by the instructional needs of the students and the valid expectations of the community.
5.	Selects music for performance which will further the student’s musical technique, understanding and appreciation
6.	Encourages and assists worthy students in ensembles, solos, and preparation for auditions such as GHP, Honor Orchestra, All State Orchestra, and music scholarships.
7.	Assists in preparing all orchestras for the High School Orchestra Large Group Performance Evaluation each year.
8.	Recruits or assists in recruiting an adequate number of new students in proper string instrumentation into the orchestra program to ensure its existence and to make continued improvement possible.
9.	Spends a minimum average of 7½ hours per week beyond the hours required of non-supplemented teachers in instructional (including performance) activities with orchestra students or in county-wide meetings and events.
10.	Assists in the responsibilities of paper work such as inventory, purchase orders, instrument check-out forms, report cards, attendance, uniform records, music, library records, and rosters; responsible for the completion and accuracy of paperwork; responsible for presentation of performances, as may be directed by the administration.
11.	Meets expectations according to the regular high school teacher job description.
12.	Maintains prompt and professional communication with parents.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____