



EMPLOYEE NAME: \_\_\_\_\_

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

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Teacher, High School Orchestra	<b>JOB CODE:</b> 114
<b>DIVISION:</b> Leadership	<b>SALARY SCHEDULE:</b> Teacher
<b>DEPARTMENT:</b> Leadership	<b>WORKDAYS:</b> 187
<b>REPORTS TO:</b> Principal	<b>PAY GRADE:</b> CIT (4,5,6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> To provide musical instruction for students and to present them in performance as part of that instruction.	
<b>REVISION DATE(S):</b> 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.	Instructs all students on their instruments at their level and to ensure each student’s progress by as much individualization as possible.
3.	Presents concerts or programs as directed by the instructional needs of the students and the valid expectations of the community; selects music for performance which will further the student’s musical techniques, understanding and appreciation; encourages and assists worthy students in ensembles, solos, and preparation for auditions such as GHP, Honor Orchestra, all state orchestra , and music scholarships; prepares at least one orchestra for the HS Orchestra Large Group Performance Evaluation each year.
4.	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.
5.	Spends a minimum average of 7 1/2 hours per week beyond the hours required of non-supplemented teacher in instructional (including performance) activities with orchestra students or in county-wide meetings and events.
6.	Assists in the music program at schools other than the one of primary responsibility as directed.
7.	Fulfills all responsibilities of paper work such as inventory, purchase orders, instrument check-out forms, report cards, attendance, uniform records, music, library records, and rosters; meets other responsibilities, including presentation of performances, as may be directed by the administration.
8.	Provides leadership to the booster club for the enhancement of the program.
9.	Coordinates purchases of uniforms.
10.	Meets expectations according to the regular high school teacher job description.
11.	Maintains prompt and professional communication with parents.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_