

Job Title: Music Director (Band, Orchestra, Choral)

Exemption Status: Exempt/Professional

Reports to: Principal

Salary Schedule: Teacher + Stipend

Dept./School: Assigned Campus

Date Approved: 01/09/2023

Primary Goal:

Serve as music director for their program (Band, Orchestra, or Choral) and develop the overall program management of music for the assigned school. Provide students with an opportunity to participate in extracurricular musical activities. Plan activities to achieve district, region and state recognition.

Minimum Training and Qualifications:

Requires a Bachelor's degree and endorsement in the grade/subject taught with a valid Tennessee certificate.

Must be qualified per the Rules and Regulations of the Tennessee Code Annotated.

Must be physically and mentally able to perform the responsibilities and duties of the position.

Performance Responsibilities:

1. Creates an educational environment that is conducive to learning and appropriate to the maturity and needs of the students; prepares instructional materials for classes assigned and provides written evidence of preparation to supervisor/administrator upon request.
2. Establishes a standard of classroom behavior; maintains classroom management in and outside of the school.
3. Establishes performance requirements, enforces academic requirements, and verifies each student's eligibility to participate in the music program.
4. Assesses the accomplishments of students on an established timetable, and provides written and oral progress reports to parents/guardians, administrators and selected staff; administers tests and assessments.
5. Selects music and music materials which are appropriate for teaching and performance and which will contribute to the development of the student's understanding and appreciation of music.
6. Presents concerts and programs as dictated by the instructional needs of the students and the reasonable expectations of the local school and community.
7. Organizes and conducts tryouts for their program, as necessary; informs administration and participants of final selections

8. Directs instrumental performances that may include marching band, concert band/orchestra/chorus, soloists and ensembles
9. Provides for musical group participation at extracurricular events, including concerts, parades, athletic events, pep rallies and community events
10. Prepares students and required documents for District and State auditions and competitions; makes all arrangements for student participation
11. Arranges transportation, lodging and meals for any local or out-of-town events.
12. Organizes and implements trips in accordance with district policy and regulations as well as student interest and ability; arranges transportation, lodging, and meals for out-of-town events
13. Cooperates with the school administration in providing music programs for school productions, graduation ceremonies, and appropriate civic functions that enhance the student's performing experience
14. Coordinates any club or booster club activities and complies with board policy regarding booster club rules and regulations.
15. Coordinates fundraising activities for the development of additional musical activities, festivals and field trips.
16. Oversees scheduling and other arrangements for the rehearsals and concerts in cooperation with the building principal
17. Maintains a current inventory of all fixed assets within the department and coordinates the cleaning, repairing, and storage of all equipment.
18. Motivates students and provides consistent reinforcement of learning skills, and provides continuous assessment and feedback to students for all learning activities.
19. Maintains accurate, complete and correct records as required by law, and district and administrative regulations.
20. Assists administration in implementing all policies, and rules governing student activities and conduct.
21. Performs other related duties as assigned or directed.

Clearances and Testing: *(at expense of applicant)*

Criminal Justice Fingerprint/Background Clearance
Pre-employment physical exam & TB Test

The **Music Director** maintains a thirty-seven and a half (**37.5**)-hour work week and any additional hours as required to meet the duties and responsibilities of this position. This is a ten (**10**) month position and salary and stipend will be determined based on qualifications and experience. On-site attendance at the assigned location or locations is an essential function of this job.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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