



**Job Title:** Assistant Orchestra Director for High School      **Exemption Status/Test:** Exempt  
**Reports to:** Campus Principal/Head Director/  
Visual and Performing Arts Director      **Date Revised:** February, 2017  
**Dept. /School:** Assigned Campus      **Funding Source:** GISD Teacher Salary Scale  
Plus \$2,400 Stipend (192 Days)

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**Primary Purpose:**

Assist with the direction and manage the overall program of instrumental music for campus and provide students with an opportunity to participate in extracurricular orchestra activities and ensure compliance with all state, University Interscholastic League (UIL), and district requirements

**Qualifications:**

**Education/Certification:**

Bachelor's degree in music from an accredited college or university  
Valid Texas teaching certificate in secondary music  
ESL Certification preferred

**Special Knowledge/Skills:**

Knowledge of overall operation of instrumental music program  
Knowledge of state and UIL policies governing orchestra  
Ability to implement policy, procedures, and data  
Ability to manage budget  
Strong instructional communication, public relations, organizational, leadership, and interpersonal skills  
Willingness to advance knowledge by attending workshops, conventions, and staff development sessions  
Adept in string pedagogy with a basic knowledge and understanding of wind and percussion essentials

**Experience:**

Previous instrumental directing experience preferred

**Major Responsibilities and Duties:**

**Program Planning**

1. Engage and plan with middle school and high school directors to align programmatic curricular and extra-curricular activities with the orchestra cluster
2. Assist with and direct high school instrumental performers, including concerts, theater pit orchestras, soloists, and ensembles
3. Assist with establishing performance requirements, enforcing academic requirements, and verifying each student's eligibility to participate in orchestra
4. Provide for orchestra participation at extracurricular events, including concerts, pep rallies, parades, and UIL activities
5. Assist in the arrangement of transportation, lodging, and meals for out-of-town events
6. Comply with federal and state laws, State Board of Education (SBEC) rule, UIL rules, and board policy in the orchestral area

7. Obtain and use evaluative findings (including student achievement data and current technology) to determine program effectiveness and ensure that program renewal is continuous and responds to student needs
8. Assist with the design and implementation of plans for recruitment and retention of students
9. Recommend policies to improve program
10. Support Orchestra Booster Club activities.

### **Budget and Inventory**

11. Ensure that programs are cost-effective and funds are managed wisely
12. Assist with fundraising activities and managing funds
13. Assist with maintaining current inventory of all fixed assets within department through Charms management system
14. Assist with the process of cleaning, repairing, and storing all orchestra equipment

### **Instruction**

15. Assist with the development and implementation of plans for instrumental music program and show written evidence of preparation as required
16. Prepare lessons that reflect accommodations for individual student differences
17. Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations
18. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned
19. Conduct ongoing assessments of student achievement through formal and informal testing
20. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students
21. Actively participate in district and area music events, including festivals, Pre-UIL events and UIL/TMEA events

### **Student Management**

22. Apply and enforce student discipline in accordance with the Student Code of Conduct and student handbook
23. Accompany and supervise student on out-of-town trips
24. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities

### **Communication**

25. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers
26. Maintain professional relationship with colleagues, students, parents, and community members
27. Work to provide campus, district and community awareness of band activities and performances

### **Personnel Management**

28. Assist with recruiting, supervising and evaluating private lesson instructors for campus/cluster

### **Other Responsibilities**

29. Perform other duties as assigned by the head band director or administration

**Mental Demands/Physical Demands/Environmental Factors**

Ability to maintain emotional control under stress

Available for frequent in-district and occasional state-wide travel

Available to work prolonged and irregular hours

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