

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Instrumental Music Director

EXEMPT: Yes
SALARY LEVEL: Per Master Contract
LOCATION: Plymouth Community High School
REPORTS TO: Principal
LENGTH OF WORK:

JOB GOAL: To provide each instrumental music student with varied opportunities to learn music through varied experiences as a performer.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Work with curriculum director and high school administrator to develop the curriculum guide for instrumental music.
2. Purchase all equipment and repair of equipment with funds provided by principals and the Superintendent.
3. Purchase all instructional materials for all performing groups with funds provided by the high school principals.
4. Schedule all performances for performing groups at the high school with auditorium director and assistant principal.
5. Coordinate the instrumental program at the high school.
6. Maintain inventory records for all instrumental equipment.
7. Schedule summer music instruction program as directed by administration.
8. Direct the following performing groups and programs:
 - a. Marching band: parades, football games
 - b. Concert and symphonic band: concerts
 - c. Jazz band: community performances, concerts, contest
 - d. Pep Band: football and basketball (home games/tournaments)
 - e. High School students at solo and ensemble contests (3 days per week after school and at night Dec-Jan).
 - f. Variety Show: March-May show
 - g. Orchestra: concerts
 - h. Individual lessons as related to class schedule
9. Community performances
 - a. Memorial Day parade
 - b. Blueberry Festival parade
 - c. Jazz band at Blueberry Festival
 - d. Provide buglers for local military funerals
 - e. Play for Veterans Day at the Courthouse
 - f. Radio shows for Christmas and Jazz band programs

10. **Music competitions**
- a. **Band of America Marching contests**
 - b. **Jazz band FSSMA**
 - c. **Concerts and symphonic ISSMA**
 - d. **Solo and Ensemble**
 - e. **Others**

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Successful instrumental teaching experience. Area certification in Music Education.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state driver's license - operator permit. Certification by the State of Indiana in Instrumental Music.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of children, parents, or employees of the school organization.

MATHEMATICAL SKILL:

Ability to work with and apply mathematical concepts appropriate for grade level content required.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen; pencil; pointer; slate; projections equipment; public address system; tape recorder; blackboard; chalk; charts; diagrams; examinations; manuals; maps; publications; reference books; textbooks; computers.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.

The work environment may be indoors and/or outdoors.

There are no environmental hazards indicated for this position.

TERMS OF EMPLOYMENT:

Salary as per Master Contract.

EVALUATION:

Annually.

Revised 5/14/07