

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

**JOB TITLE:** Summer Instrumental Music Director

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

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

1. Submit a calendar of dates and times of summer program schedule.
2. Schedule the following activities:
  - a. Freshman marching band rehearsals
  - b. High school marching band rehearsals
  - c. High school percussion rehearsals
  - d. Jazz band rehearsals
  - e. Schedule of private lessons
  - f. High school band performances at parades
3. Survey all equipment for repairs and overhauls.
4. Inventory equipment.
5. Issue equipment and uniforms in August.
6. Order music for all performing groups for the Fall.

**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:**

A minimum of five years teaching experience. A Masters degree 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 2/6/01*