



## **OAKLYN PUBLIC SCHOOL DISTRICT JOB DESCRIPTION**

**TITLE: INSTRUMENTAL MUSIC DIRECTOR**

### **QUALIFICATIONS**

1. Possesses New Jersey Teacher Certification, Certificate of Eligibility with Advanced Standing, or fulfills qualifications for Substitute Teacher in the Oaklyn Public Schools.
2. Demonstrates expertise in knowledge and teaching of instrumental music.
3. Has prior experience as a band director (preferred).
4. Demonstrates organizational ability and skill in interpersonal relations.
5. Successfully completes required criminal history proof of U.S. citizenship or legal resident status.
6. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal

**JOB GOAL:** To supervise and coordinate the band activities; to support each participant in achieving a higher level of personal skill, in gaining an enhanced appreciation for band music, and an increased level of self esteem through rehearsals and performances.

### **PERFORMANCE RESPONSIBILITIES:**

#### **Instructional Leadership**

1. Communicates with the student body and encourages participation in the band activities.
2. Organizes and conducts tryouts for the band; informs administration and participants of final selections.
3. Plans, rehearses and directs musical experiences for the school and community with a minimum of three evening performances per school year.
4. Seeks, initiates and implements participation of the band and band members in out of school band experiences appropriate to the curriculum and student interest; assists with auditions and other activities of the groups in accordance with program requirements and district procedures (i.e., chaperones students being transported to and from auditions).
5. Cooperates with the school administration in providing music programs for school productions, graduation ceremonies, and, as appropriate, civic functions that enhance the students' performing experience.

6. Oversees scheduling and other arrangements for the rehearsals and concerts in cooperation with the building principal.
7. Submits budget needs annually to the principal in accordance with established timelines and guidelines.
8. Orders all supplies and materials necessary for band related activities in accordance with established district procedures and budget allocations.
9. Accounts for the use of program funds including, but not limited to the income and outgo of monies from fund raising efforts.
10. Controls the storage and use of school owned equipment and materials; makes minor adjustments and requests repairs to instruments as required.

#### **Student Management**

1. Supervises all students participating in the band during all times of involvement and oversees penalties for violation of such standards as stipulated in Board policy and school procedures.
2. Maintains necessary band roster, attendance forms, eligibility records and similar paperwork and provides information to the principal as requested.

#### **Professional Development**

1. Keeps informed about the latest equipment and music.
3. Participates in continuous study and research and/or attends relevant conferences and/or workshops to maintain and enhance professional competence in accordance with district guidelines and budget allocations.
4. Maintains a music library.

#### **School and Community Relations**

1. Cooperates and shares professionally with other members of the staff.
2. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents and community residents as appropriate.
3. Promotes awareness about the band program through communications with the principal and other relevant audiences.

#### **Other Assigned Duties**

1. Performs other appropriate tasks and assumes such other responsibilities in connection with the advisorship as assigned by the Principal and/or Superintendent.

#### **TERMS OF EMPLOYMENT**

Ten month year. Salary and stipend are established within the Agreement between the Oaklyn Board of Education and the Oaklyn Education Association.

#### **EVALUATION:**

Performance of the job will be evaluated annually in accordance with the provisions of the Board's policies for personnel evaluation

#### **DATE APPROVED:**

September 29, 2008



## **OAKLYN PUBLIC SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**TITLE:** Homebound Instructor

**QUALIFICATIONS:**

1. Possesses New Jersey Teacher Certification or Certificate of Eligibility with Advanced Standing for Appropriate Content or Grade.
2. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal

**JOB GOAL:** Provide instruction aligned to the district curriculum for the designated amount of time to students unable to attend class in the regular school environment .

**PERFRMANCE RESPONSIBILITIES:**

1. Work effectively with principal, student, and parent.
2. Communicate frequently with student's classroom teachers.
3. Obtain appropriate materials and assignments from teachers and design correlating instruction
4. Prepare reports detailing student's progress and effort in completing assignments.
5. Complete and submit to the business office timesheets that accurately reflect the number of hours with the assigned student. Submit timesheets by the appropriate deadlines.
6. Perform other duties deemed necessary by the Principal.

**TERMS OF EMPLOYMENT:** Hourly rate is established within the Agreement between the Oaklyn Board of Education and the Oaklyn Education Association.

**EVALUATION:** Performance of the job will be evaluated annually in accordance with the provisions of the Board's policies for personnel evaluation.

**DATE APPROVED:** March 29, 2011