

KINGSPORT CITY SCHOOLS

ORCHESTRA TEACHER

The job of Orchestra Teacher was established for the purpose/s of instructing orchestra classes in music so that students develop individual and group skills in string instrument technique and music reading; and to build and maintain a successful orchestra program in the school district.

QUALIFICATIONS:

Education: Bachelors degree in job related area

Equivalency: None Specified

Experience: Job related experience with increasing levels of responsibility is desired

Certificates & Licenses: Valid teacher's license with appropriate endorsement acceptable to the state of Tennessee Department of Education.

Required Testing: Pre-employment Physical Exam

Clearances: Criminal Justice Fingerprint/Background Clearance

Continuing Education/Training: Maintain state license requirements; Proficiency with performance and pedagogy on orchestral string instruments, wind and/or keyboard instrument proficiency as secondary abilities.

FLSA Status: Exempt

ESSENTIAL FUNCTIONS

- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations, student's achievements; developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress towards objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration.
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, and achieving established classroom objectives.
- Demonstrates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addresses individual student requirements.
- Instructs students for the purpose of improving their music appreciation and musical skills.
- Monitors students in a variety of educational environments (e.g. classroom, orchestra competitions, school-wide assemblies, field trips, concerts, public performances, etc.).
- Conducts rehearsals and performances demonstrating understanding of differences in style among various types of music.
- Presents performances of high musical quality for the school and community in which groups are well-disciplined and highly productive.
- Uses music of high quality in a variety of types and styles.
- Identifies, diagnoses, and prescribes remediation for problems in individual and group instrumental technique.
- Matches activities and materials to individual and group skills and needs.
- Designs or selects and uses planned sequences of instruction for the development of instrumental technique and music reading so that student acquires the prerequisite skills for the appropriate level of instruction.

- Administers subject specific assessments at appropriate intervals to ensure student progress.
- Selects and requisitions required music, instruments, equipment, and supplies.
- Ensures that instruments and equipment are properly used, maintained, and stored, and that inventory records are accurate and current.
- Prepares students for participation in festivals, competitions and educational trips.
- Prepares students for auditions, rehearsals, and performances of All East Orchestra and All State Orchestra.
- Supervises and maintains the building string ensemble music library.
- Rehearses orchestra sectionals, symphony orchestra, and group instruction.
- Works closely with the band and choral directors on the scheduling of rehearsals and performances.
- Organizes the use of guest clinicians/soloists/conductors.
- Maintains a current inventory of orchestral instruments including the name/address/phone/parent of user.
- Works with other members of the performing arts department and instructional staff to coordinate all activities of the orchestra department.
- Exposes students to musical scales, musical notation, various types of musical instruments and various styles of music with emphasis on skills necessary for developing and enhancing the understanding of string instrument performance.
- Instructs students about the history of music, as well as introducing the music of many legendary musicians and composers.
- Plans/executes a balanced music program and organizes class time so that preparation, rehearsal and instruction can be accomplished within the allotted time.
- Provides individual and small group instruction in order to adapt the music curriculum to the needs of each student.
- Encourages students to develop individual musical skills to the greatest extent possible.
- Utilizes repertoire of various types of music literature, including traditional and contemporary that are appropriate for the ages and skill levels of students.
- Maintains care/responsibility for school-owned music, musical instruments and equipment to prevent loss or abuse.
- Makes minor adjustments and requests repairs to instruments as needed.
- Evaluates each pupil's musical growth, performance, and musical understanding.
- Selects appropriate music, books and instructional aides to enhance learning and requisitions musical instruments and instructional supplies as necessary.
- Plays orchestral string instruments to demonstrate musical scales, tones, and rhythm.
- Conducts group rehearsals and instructs and coaches members in their individual parts, in fundamentals of musicianship and ensemble performance.
- Provides promotional information to various media outlets for the purpose of developing and increasing public awareness and support of the orchestra program.
- Maintains effective, developmentally appropriate student management techniques in all settings.
- Prepares for assigned classes and shows evidence of planning upon request of immediate supervisor.
- Prepares a variety of written materials (e.g. grades, attendance, anecdotal records, etc.).
- Directs student teachers, instructional assistants, volunteers and/or student workers.
- Presents concerts and programs in response to the instructional needs of students and the expectations of the school and community.
- Selects music and materials which are appropriate for teaching and performance and which will contribute to the development of student understanding and appreciation of music.
- Maintains positive and supportive communication with all district music teachers.

- Participates in instructional activities after school hours (e.g. system-wide meetings, performances, events, etc.).
- Recruits new students into the orchestra program and promotes retention across all grade levels.
- Coordinates, selects, purchases and maintains orchestra uniforms.
- Uses gestures to shape the music being played, communicating desired temp, phrasing, tone, color, pitch, volume, and other performance aspects.
- Directs groups at rehearsals and performances to achieve desired effects such as tonal and harmonic balance dynamics, rhythm, and tempo.
- Plans and schedules rehearsals and performances, and arranges details such as locations, accompanists, and instrumentalists.
- Considers such factors as ensemble size and abilities, availability of scores, and the need for musical variety to select music to be performed.
- Studies scores to learn the music in detail, develop interpretations and effectively deliver instruction so that students learn to access their own parts of the scores.
- Positions members within groups to obtain balance among instrumental or vocal sections.
- Transcribes musical compositions and melodic lines to adapt them to a particular group, or to create a particular musical style as needed.
- Auditions and selects performers for musical presentations, and/or solos.
- Meets with soloists to discuss and prepare for performances.
- Encourages and assists students with college admissions and scholarship auditions as related to the string orchestra program.
- Creates, maintains and collaborates with an effective parent support group. Advises and monitors all orchestra booster activities.
- Oversees fundraising activities for the orchestra program.
- Maintains a high level of personal integrity and strong work ethic.
- Assumes the responsibility of having regular and timely attendance.
- Participates in a variety of meetings and trainings.
- Assumes responsibility for knowing and following the safety rules and proper procedures associated with the responsibilities of the job.
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the benefit of and in the best interest of students in the academic areas, athletics, special programs, extra-curricular activities, etc.
- Maintains membership in regional, state, and national music organizations as necessary for professional development, networking, and for allowing students to participate in various events, including but not limited to regional clinic orchestras, solo and ensemble festivals, and allstate conventions.
- Follows all board policies, school system rules and administrative regulations.
- Maintains confidentiality relative to employee, student, and parent records/information and procedures according to legal and system guidelines such as the Employee Handbook or Kingsport City Schools Policy Manual.
- Reports immediately, as required by law, to the appropriate agency(ies) and the principal or other persons designated by the school system, incidents of actual or suspected child abuse, actual or suspected child sexual abuse.
- Reports immediately, as required by law or school policy, to the appropriate agency(ies) and/or the principal or other persons designated by the school system, incidents involving unlawful student possession of weapons or drugs or fighting on school property.

- Responds in a prompt and professional manner to inquiries from a variety of sources (e.g. teachers, students, parents, administrators, boosters, etc.).
- Responds to emergency situations and safety concerns as necessary and directs to appropriate personnel for resolution.

OTHER FUNCTIONS

- Performs other job related duties as assigned.

KNOWLEDGE

Communications and Media – Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

Computers and Electronics – Knowledge of electronic equipment, and computer hardware and software, including the ability to use computers, iPads, smart boards and other technology equipment effectively.

Education and Training – Knowledge of principles and methods for curriculum and training design, teaching and instruction for individual and groups, and the measurement of training effects.

English Language – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Fine Arts – Knowledge of the theory and techniques required to compose, produce, and perform works of music, dance, visual arts, drama, and sculpture.

History and Archeology – Knowledge of historical events and their causes, indicators, and effects on civilizations and cultures.

Psychology – Knowledge of human behavior and performance, individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Public Safety and Security – Knowledge of relevant equipment, policies, procedures, and strategies to promote effective school security operations for the protection of people, data, and property.

Mathematics – Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Sociology and Anthropology – Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

SKILLS

Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.

Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Coordination – Adjusting actions in relation to others' actions.

Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Instructing – Teaching others how to do something.

Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Learning Strategies – Selecting and using training/instructional methods and procedures appropriate of the situation when learning or teaching new things.

Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Reading Comprehension – Understanding written sentences and paragraphs in work related documents.

Speaking – Talking to others to convey information effectively.

Social Perceptiveness – Being aware of others’ reactions and understanding why they react as they do.

Time Management – Managing one’s own time and the time of others.

Writing – Communicating effectively in writing as appropriate for the needs of the audience.

ABILITIES

Auditory Attention – The ability to focus on a single source of sound in the presence of other distracting sounds.

Category Flexibility – The ability to generate or use different sets of rules for combining or grouping things in different ways.

Deductive Reasoning – The ability to apply general rules to specific problems to produce answers that make sense.

Fluency of Ideas – The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).

Hearing Sensitivity – The ability to detect or tell the differences between sounds that vary in pitch and loudness.

Inductive Reasoning – The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Information Ordering – The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Limited Supervision – The ability to perform the duties of the job with limited supervision.

Near Vision – The ability to see details at close range (within a few feet of the observer).

Oral Comprehension – The ability to listen and understand information and ideas presented through spoken words and sentences.

Oral Expression – The ability to communicate information and ideas in speaking so others will understand.

Originality – The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Speech Clarity – The ability to speak clearly so others can understand you

Speech Recognition – The ability to identify and understand the speech of another person.

Written Comprehension – The ability to read and understand information and ideas presented in writing.

Written Expression – The ability to communicate information and ideas in writing so others will understand.

WORK ACTIVITIES

Coaching and Developing Others – Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.

Communicating with Supervisors, Peers, or Subordinates – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail or in person.

Developing and Building Teams – Encouraging and building mutual trust, respect, and cooperation among team members.

Developing Objectives and Strategies – Establishing long-range objectives and specifying the strategies and actions to achieve them.

Documenting/Recording Information – Entering, transcribing, recording, storing or maintaining information in written or electronic/magnetic form.

Establishing and Maintaining Interpersonal Relationships – Developing constructive and cooperative working relationships with others, and maintaining them over time.

Evaluating Information to Determine Compliance with Standards – Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Getting Information – Observing, receiving, and otherwise obtaining information from all relevant sources.

Interacting with Computers – Using computers and computer systems (including hardware and software) to enter data and collect and process information.

Interpreting the Meaning of Information to Others – Translating or explaining what information means and how it can be used.

Making Decisions and Solving Problems – Analyzing information and evaluating results to choose the best solution and solve problems.

Organizing, Planning, and Prioritizing Work – Developing specific goals and plans to prioritize, organize, and accomplish the work.

Performing for or Working Directly with the Public – Performing for people or dealing directly with the public.

Resolving Conflicts and Negotiating with Others – Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with other.

Thinking Creatively – Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.

Training and Teaching Others – Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.

Updating and Using Relevant Knowledge – Keeping up-to-date technically and applying new knowledge to the job.

WORK ENVIRONMENT

The usual and customary methods of performing the job's functions required the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 40% sitting, 20% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

PHYSICAL DEMANDS

Strength & Endurance

Lifting or Exerting Force	
Up to 10 pounds	Frequent – less than 66%
Up to 25 pounds	Occasional – less than 33%
Up to 50 pounds	Occasional – less than 33%
Up to 100 pounds	None
Over 100 pounds	None

Carrying	Occasional – less than 33%
Pushing	Occasional – less than 33%
Pulling	Occasional – less than 33%
<i>Mobility</i>	
Standing	Constant – more than 66%
Walking	Constant – more than 66%
Sitting	Occasional – less than 33%
<i>Coordination</i>	
Stooping	Occasional – less than 33%
Kneeling	Occasional – less than 33%
Crouching	Occasional – less than 33%
Crawling	Occasional – less than 33%
<i>Upper Extremity</i>	
Reaching	Frequent – less than 66%
Handling	Frequent – less than 66%
Fingering	Frequent – less than 66%
Feeling	Frequent – less than 66%
<i>Climbing & Balancing</i>	
Climbing	Occasional – less than 33%
Balancing	Frequent – less than 66%
<i>Sensory – Talking</i>	
Talk Ordinary	Constant – more than 66%
Talk Other	Constant – more than 66%
<i>Sensory – Hearing</i>	
Conversation	Constant – more than 66%
Other Sounds	Constant – more than 66%
<i>Sensory – Vision</i>	
Acuity near	Constant – more than 66%
Acuity far	Constant – more than 66%
Depth perception	Constant – more than 66%
Accommodation	Constant – more than 66%
Color vision	Constant – more than 66%
Field of vision	Constant – more than 66%

ENVIRONMENTAL CONDITIONS

Temperature & Moisture

Extreme Cold	Less than 5% or not present
Extreme Heat	Less than 5% or not present
Wet/Humid	Less than 5% or not present

Noise & Vibration

Noise	Constant – more than 66%
Vibration	Constant – more than 66%

Hazards

Mechanical	Less than 5% or not present
Explosive	Less than 5% or not present
Electrical	Less than 5% or not present

Radiation exposure	Less than 5% or not present
Burn exposure	Less than 5% or not present
Other hazards	Less than 5% or not present

Atmospheric Conditions

Fumes exposure	Less than 5% or not present
Mists exposure	Less than 5% or not present
Odors exposure	Less than 5% or not present
Gases exposure	Less than 5% or not present
Dust exposure	Less than 5% or not present
Other atmospheric	Less than 5% or not present

Protective Clothing & Devices

Must wear PPE to meet universal precaution standards

Work Environment

95% Inside
5% Outside

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

PROVISION

This job description may be revised at any time. This is not a contract of employment, and the employee's performance may be evaluated by factors not included on the written job description. There may be additional or different requirements or qualifications required by the state or federal government that are not included in this job description.