



# LONGLEAF SCHOOL OF THE ARTS

322 CHAPANOKE ROAD ♦ RALEIGH, NC 27603 ♦ (919) 896-8164

## Director of Instrumental Music Job Description

Longleaf School of the Arts is a North Carolina public charter high school. We are a college preparatory school focusing on the fine arts. Our mission:

*Longleaf School of the Arts will develop students into confident, responsible, and successful contributors in college, career, and community through mentorship and a challenging curriculum that integrates academics and the fine arts.*

**Job Summary:** The Director of Instrumental Music position directs and manages the overall program of instrumental music and marching band for the school. Provides students with an opportunity to participate in extracurricular band activities and ensures compliance with all state and school requirements. Plans activities to achieve local, region, and state recognition.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

### Job Description:

- Directs high school instrumental performances including marching band, orchestra, concert band, jazz band, soloists, and ensembles.
- Establishes performance requirements, enforces academic requirements, and verifies each student's eligibility to participate in extracurricular band activities.
- Provides for band participation at extracurricular events, including concerts, pep rallies, parades, and community events.
- Organizes and implements band trips in accordance with school policy and regulations as well as student interest and ability. Arranges transportation, lodging, and meals for out-of-town events.
- Complies with federal and state laws, State Board of Education rules, LSA Board of Directors policies, and LSA School procedures.
- Supports band booster club activities.
- Plans, rehearses, and directs musical experiences for the school and community with a minimum of three evening performances per school year.
- 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.
- Oversees scheduling and other arrangements for the rehearsals and concerts in cooperation with the building Head of School.
- Prepares students and required documents for Local and State auditions and competitions. Makes all arrangements.
- Maintains an accurate inventory of school-owned instruments. Controls the storage and use of school-owned equipment and materials; makes minor adjustments and requests repairs to instruments as required.
- Submits budget needs annually to the Head of School in accordance with established timelines and guidelines.

- Orders all supplies and materials necessary for band-related activities in accordance with established school procedures and budget allocations.
- Develops and implements plans for the instrumental music program and shows written evidence of preparation as required.
- Prepares lessons that reflect accommodations for individual student differences.
- Plans and uses appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- Creates an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Other duties as assigned by the Head of School or other administrative staff.

#### **QUALIFICATION REQUIREMENTS:**

The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

#### **SUPERVISORY RESPONSIBILITIES:**

Volunteers and students involved in assigned activities.

#### **EDUCATION, EXPERIENCE, AND/OR CERTIFICATION:**

1. Valid North Carolina Teaching Certificate
2. Minimum of five (5) years teaching experience
3. Demonstrates expertise in knowledge and teaching of instrumental music.
4. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
5. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.