

ORCHESTRA ADVISOR (WILLIAM ANNIN SCHOOL)

Reports To: Building Principal

Qualifications: Appropriate New Jersey Certification
Knowledge of middle school string repertoire and student abilities

General Description: To provide full student ensemble an opportunity to rehearse as a supplement to orchestra.

Major Duties and Responsibilities:

- 1.1 Planning and preparation of rehearsals.
- 1.2 Running the rehearsals.
- 1.3 Conducting concerts/competitions.
- 1.4 Organization and planning of concerts, competition, etc.
- 1.5 Responsible for the collection, deposit of funds, payment of bills and financial reporting according to board policies and regulations.
- 1.6 Evaluate the program annually to determine its effectiveness and offer recommendations for the following year, if necessary.
- 1.7 Perform additional duties related to activity as assigned by the building principal or assistant principal.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of Board of Education's policy on evaluation of extracurricular staff.

Frequency/Duration: 1 Time per Week/Year

Adopted: October 22, 2001