

Spring Hill U.S.D. #230
101 East South Street
Spring Hill, KS 66083

Instrumental Music Sponsor Job Description

Purpose: The Instrumental Music Sponsor promotes an appreciation of instrumental music. The Instrumental Music Sponsor directs music performances at concerts, parades, competitions, and festivals, and works closely with the other staff and administration of U.S.D. No. 230.

Responsible to: Activities Director and Principal

Payment rate: According to the Master Agreement

Qualifications:

1. High school diploma or equivalent.
2. Bachelors degree from an accredited college/university.
3. Current Kansas State Teaching Certificate on file in the Central Office.
4. Health and Inoculation Certificate on file in the Central Office.
5. Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.
6. Desire to continue career improvement.

Essential Functions:

1. Direct instrumental music performances at musicals, concerts, parades, competitions, and festivals.
2. Promote an appreciation of instrumental music.
3. Ensure that all instrumental music activities conform to KSHSAA guidelines.
4. Communicate effectively with all members of the school district and community.
5. Work effectively with community organizations.
6. React to change productively and handle other tasks as assigned.
7. Support the value of an education.
8. Support the philosophy and vision of U.S.D. No. 230.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Occasional stooping, bending, and reaching.
4. Requires some travel.
5. Must work indoors and outdoors year-round.
6. Must work in noisy and crowded environments.

General Responsibilities:

1. Coordinate and supervise music performances at musicals, concerts, parades, competitions, and festivals.

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2. Organize and supervise the pep band to perform as needed.
3. Coordinate and supervise rehearsals.
4. Audition and recruit students to participate in instrumental music activities.
5. Assist students in auditioning for district and state honors bands.
6. Assist interested students in preparing for solo and ensemble festivals.
7. Complete and submit the proper forms for regional and state music competition.
8. Obtain and submit appropriate entry fees.
9. Ensure the proper purchasing, inventory, and care of equipment and supplies.
10. Ensure that all participants meet eligibility rules.
11. Present a letter of recognition (emblem) to all students who meet the proper qualifications.
12. Coordinate and supervise transportation.
13. Coordinate and supervise student fundraising activities.
14. See that district policies are observed during all activities.
15. Keep abreast of new information, innovative ideas and techniques.
16. Obtain advance approval of the Activities Director and Principal for all club activities and expenditures.
17. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
18. Other duties as assigned by the Activities Director, Principal, or other Administrative Staff.