



EDUCATION, QUALIFICATIONS AND WORK EXPERIENCE

- Possess a valid Maryland State Department of Education Teaching Certificate in K-12 Music
- Have successful teaching experience and participation in county and regional Orchestra events
- Have demonstrated leadership and experience in managing large groups of children and adults
- Demonstrate excellent oral and written communication skills
- Demonstrate ability to work independently under minimal supervision and bring tasks and projects to completion
- Demonstrate ability to work under moderate to high levels of stress
- Demonstrate success in accomplishing tasks consistent with those responsibilities listed below
- Demonstrate established communication protocols established by the Content Specialist for Fine and Performing Arts

ESSENTIAL JOB FUNCTIONS

- Secures facilities for All-County, Tri-County, and District XII Orchestra events in consultation with the Content Specialist for Fine and Performing Arts
- Contacts and arranges for conductors and adjudicators for all Orchestra events in consultation with the Content Specialist for Fine and Performing Arts. Maintains communication with these individuals in preparation for each event
- Coordinates necessary lodging and food for Orchestra events
- Communicates with individual event managers regarding facilities, schedules, and other needs
- Develops schedules for the District XII Orchestra Performance Assessment Festivals, as well as the District XII Orchestra Solo and Ensemble Festival and the Elementary Orchestra Solo and Ensemble Festival
- Coordinates with the Content Specialist for Fine and Performing Arts to arrange bussing as needed for Orchestra events
- Maintains accurate student registration and audition information utilizing Excel and Access databases
- Other related duties as assigned or required by the Content Specialist for Fine and Performing Arts

ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear.

Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however, this may be the only notice for this position during the noted advertisement period.