

Junior High/Intermediate Music Administrative Assistant
Ten-month secretary position and additional evenings/weekends as needed.
Duties include but not limited to the following responsibilities:

1. Organizing music libraries/teaching materials.
 - a. Catalog and stamp new pieces.
 - b. File music after each concert cycle.
 - c. Copy and distribute new music
 - i. All student music
 - ii. Staff music
 - d. Copy and distribute teaching materials.
 - e. Enter grades into PowerSchool as requested by the staff.
2. Instrument Inventory and band room operations.
 - a. Assist with assigning instruments to students.
 - b. Prepare instrument rental contracts.
 - c. Yearly accounting of band inventory.
 - d. Manage rental payments.
 - e. Assign music lockers and music cabinets as directed by the staff.
 - f. Assist with wall displays as directed by the staff.
3. Clerical/Office.
 - a. Manage student receipts.
 - b. Process bill payments.
 - i. Local vendors.
 - ii. Private teacher scholarship payments.
 - iii. Contest entries.
 - iv. Student/parent refunds.
 - v. Student awards.
 - c. Manage and re-stock office supplies.
 - d. Maintain order in the office areas.
 - e. Organize music shirt orders and inventory.
 - f. Manage department fundraisers.
 - g. Managing phone calls to parents, vendors, community members.
 - h. Proofread and prepare correspondence and mass mailings.
4. Concert performances/Evening responsibilities/Student travel.
 - a. Manage music shirt distribution.
 - b. Assist with student needs (instruments, supplies, music, shirts)
 - c. Assist with performance area set-up.
 - d. Assist with performance area tear-down.
 - e. Organize chaperone help when needed.
 - f. Assist with student management as needed.
 - g. Assist with 5th grade sign-up nights.
 - h. Oversee field trip logistics
 - i. Compiling medical forms
 - ii. Special health requirements
 - iii. Bus requirements

