



## JOB DESCRIPTION

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<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>	<b>WORKING CONDITIONS</b>
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<b>JOB TITLE</b>	<b>CONTRACT REFERENCE</b>
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Elementary Music Concert Supervisor	FEA Master Agreement
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<b>TITLE OF IMMEDIATE SUPERVISOR</b>	<b>VERSION DATE</b>
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Activities Director or Building Principal	February 2016
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**JOB SUMMARY**

To serve as the director of the event.

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<b>TASK NO.</b>	<b>FREQUENCY</b>	<b>BAND/GRADE</b>
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The essential functions of this job may include, but are not limited to, the following fundamental job duties:		
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| 1. | Coordinate date(s) with District Activities Director and Auditorium Coordinator                         |
| 2. | Organize all aspects of the event and ensure school and parent communication is timely and appropriate. |
| 3. | Coordinate with Auditorium Coordinator or technical worker supervisor for day of execution.             |
| 4. | Coordinate with School Administrator to ensure crowd supervision and safety                             |
| 5. | Set-up and takedown equipment for the event.  |
| 6. | Organize transportation if needed following district guidelines.  |
| 7. | Coordinate and communicate with other district directors.   |
| 8. | Ensure supervision and safety of all participating students.  |
| 9. | Other duties as assigned.   |

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**QUALIFICATIONS** (Specific training or job experience required before appointment)

Athletic or fine art experience preferred.

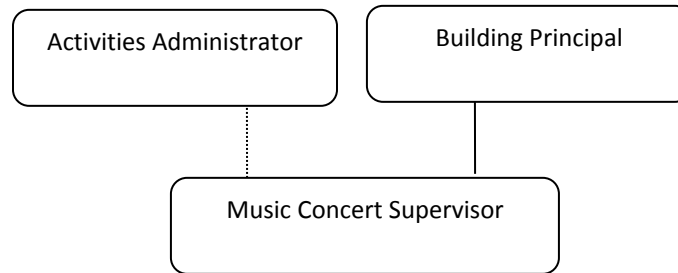
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**ORGANIZATIONAL RELATIONSHIPS**

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**JOB TITLE****Music Concert Supervisor**

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**CONTRACT REFERENCE****FEA Master Agreement**

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**SYMBOLS****DIRECT SUPERVISION**

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**INDIRECT SUPERVISION**

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**WORK DIRECTION**

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**ADVISE/INFORM**

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**PHYSICAL FACTORS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

**NON EXEMPT**

Not to exceed 40 hours per week.