

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
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JOB TITLE	CONTRACT REFERENCE
Music Director	FEA Master Agreement

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Building Principal/Activities director	January 2016

JOB SUMMARY-

To oversee, manage and coordinate all aspect of the Early Bird Choir.

TASK NO.	FREQUENCY	BAND/GRADE
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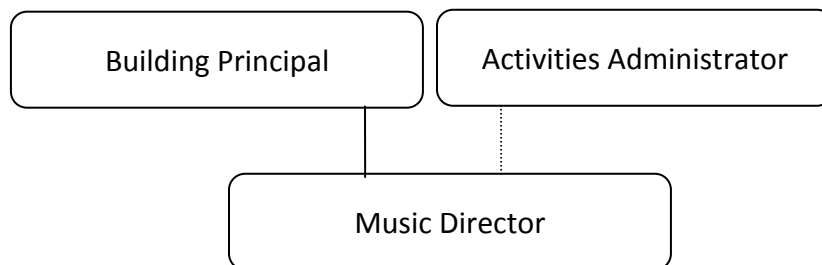
The essential functions of this job include, but are not limited to, the following fundamental job duties:		
1.	Coordinate registration of all students in the program and deposit fees in the appropriate school account.	
2.	Organize and facilitate meetings.	
3.	Communicate regularly with the building principal and other elementary advisor.	
4.	Organize and supervise all activities related to every aspect of the club.	
5.	Work in collaboration with NS and HS music directors to ensure inter-building coordination and communication.	
6.	Maintain regular communication with parent on upcoming events, rehearsal and club related information.	
7.	Ensure exposure for your club through building concerts, in-district and concerts and out of district opportunities in th4e Fridley and metro area.	
8.	Be open to new ideas from students, staff, and administration and look for positive ways to respond to the ever-changing climate of Fridley Schools.	
9.	Other duties as assigned.	

QUALIFICATIONS (Specific training or job experience required before appointment)

- MN Teaching license
- Music license preferred

- Music background

ORGANIZATIONAL RELATIONSHIPS



SYMBOLS

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

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.