



JOB DESCRIPTION
SCHOOL DISTRICT U-46
HUMAN RESOURCES

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| Position / Title: IHSA Music-Solo & Ensemble or U-46 Adjudication | |
| Bargaining Unit: NAC | Department/Location: Fine Arts Department |
| Calendar Days: IHSA Calendar | Reports To: Building Fine Arts Admin/Athletic Director/Fine Arts Coord |
| JD Revision Date: 09/28.2023 | Supervises: N/A |

Function / Position Summary

To provide high-quality, adjudicated performance opportunities for student musicians.

Job Duties / Responsibilities

- Select and procure repertoire appropriate to the performance and to the ability level of the ensemble(s).
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Apply and enforce student discipline in accordance with the Student Code of Conduct, appropriate student handbook, and band syllabus/handbook conduct regulations.
- Prepare students for performance in either the IHSA Music-Solo & Ensemble festival or a comparable U-46-sponsored event.
- Attend IHSA or U-46 contest to support student participants.
- Manage Finances and Administrative Paperwork for the Organization

Education

- Bachelor's Degree in Music Education
- Appropriate Professional Educators License (PEL) in Music Education

Experience / Knowledge

- Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback, and to conduct conferences as needed with parents, students, administrators, or other teachers.
- Strong communication, public relations, and interpersonal skills.
- Ability to effectively present information and respond to questions, inquiries, and/or complaints.
- Display courtesy, tact, and respect when dealing with others.
- Maintain appropriate confidentiality.
- Establish and maintain effective working relationships; demonstrate a commitment to teamwork.
- Ability and willingness to learn and refresh job skills through professional development in order to meet the changing needs of this position.
- Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent unscheduled interruptions, and perform duties and tasks at expected levels of professionalism.
- Spanish language skills preferred.

Physical Demands

- Occasionally requires physical exertion to manually move, lift, or carry heavy materials or equipment, including instruments and other related equipment.



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- Must work in noisy and crowded environments.
- Public contact requiring appropriate business-like apparel.

Terms of Employment

- This is an Appendix F stipend position in accordance to the school year calendar.
- For Non-ETA Coaches: this position is for this year only.
- Terms of employment will be determined in collaboration with the athletic/activity director.

Employee Signature: _____ **Date:** _____