



A World-Class Community of Learners

JOB DESCRIPTION

BAND GRADE SUBGRADE WORKING CONDITIONS

JOB TITLE

Elementary Music Concert Supervisor

CONTRACT REFERENCE

FEA Master Agreement

TITLE OF IMMEDIATE SUPERVISOR

Activities Director or Building Principal

VERSION DATE

February 2016

JOB SUMMARY

To serve as the director of the event.

TASK NO.

FREQUENCY

BAND/GRADE

TASK NO.	FREQUENCY	BAND/GRADE
The essential functions of this job may include, but are not limited to, the following fundamental job duties:		
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.

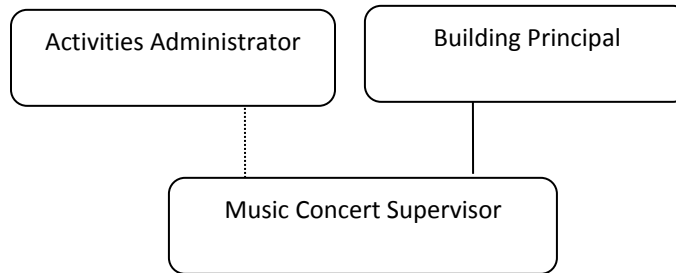
QUALIFICATIONS (Specific training or job experience required before appointment)

Athletic or fine art experience preferred.

ORGANIZATIONAL RELATIONSHIPS

JOB TITLE**Music Concert Supervisor**

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CONTRACT REFERENCE**FEA Master Agreement**

SYMBOLS

DIRECT SUPERVISION

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.