



# Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

## Job Description

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**ACTIVITY:** Elementary String Orchestra

**SCHOOL:** Elementary Schools

**PURPOSE:** This activity promotes and encourages students studying string instruments and provides an opportunity for public performances.

**ACTIVITIES:**

1. Instructs, organizes, and conducts the string orchestra.
2. Rehearses students during and after school.
3. Participates in concerts given at the Elementary Schools.
4. Coordinates all performances and makes the necessary arrangements for the use of the building(s) and equipment. Adheres to all school policies regarding the use of the building and notifies the building principal of such plans.
5. Is responsible for all instruments and reports any damage or loss to the proper authority.
6. Is responsible for turning in all financial information on a timely basis and must "close" the club's books prior to the end of the school year in order to receive final stipend payment.

**FUNDING:** Funds are provided through the instrumental budgets in the district.

**DURATION:** September - June

Rehearsals are held on a regular basis, but become more intense prior to a performance. Rehearsals may occur both during and after school. Whenever rehearsals or performances are held, the director must be with the students. Concerts are given in the evening.

**STIPEND:** Based on Schedule B of the Working Agreement.

BOE Approved Date:

BOE Review Date: