



## **HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE “B” JOB DESCRIPTION: MUSICAL DIRECTOR/PRODUCTION**

### **QUALIFICATIONS:**

1. Possesses New Jersey Teacher Certification or Certificate of Eligibility with Advanced Standing or fulfills qualifications for Substitute Teacher in the Holmdel Township Public Schools.
2. Has prior experience as a musical director or has participated on musical production(s) (preferred).
3. Demonstrates organizational abilities and skills in interpersonal relations.
4. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
5. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal or designee

**JOB GOAL:** To enable students to participate in musical production(s) thus supporting them in achieving a higher level of skill, an enhanced appreciation for the values of discipline and teamwork, and an increased level of self-esteem.

### **PERFORMANCE RESPONSIBILITIES:**

1. Instructional Leadership:
  - a. Assists the drama coach/production director with the selection of the musical production appropriate to the talent, age and skill level of the students, subject to the approval of the building principal.
  - b. Communicates with student body and encourages participation in the musical production.
  - c. Conducts auditions for the musical production with the drama coach and communicates the results to the principal.
  - d. Conducts rehearsals for the musical production.
  - e. Attends all performances of the production.

- f. Submits budget needs annually to the principal in cooperation with the drama coach in accordance with established timelines and guidelines.
- g. Orders all music supplies and equipment necessary for the production and returns rented music materials within appropriate timelines.
- h. Accounts for use of program funds including, but not limited to monies obtained through fund raising efforts.

2. Student Management

- a. Provides supervision of all students involved in the musical production during all times of involvement and oversees penalties for violation of such standards as stipulated by Board policy and school procedures.
- b. Maintains necessary participants roster, attendance forms, eligibility records, and similar paperwork and provides information to the principal as required.

3. Professional Development

Participates in continuous study and/or attends relevant conferences and/or workshops to maintain and/or enhance own knowledge of direction, musical productions and other topics in accordance with district guidelines and procedures.

4. School and Community Relations

- a. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents as appropriate.
- b. Cooperates and shares professionally with other members of the staff.
- c. Promotes school and community awareness of the musical production thus encouraging attendance at the performances.

5. Other Assigned Duties

Performs other appropriate tasks and assumes such other duties in connection with the advisorship as assigned by the Principal or designee.

**TERMS OF EMPLOYMENT:** Stipend and work year to be established by the Board in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provision of the Board's policy on the Evaluation of

Schedule "B" Staff and with the Agreement of the Holmdel Township Board of Education and the Holmdel Township Education Association.

**SOURCE:** Regular Board Meeting  
**DATE:** March 22, 1995