

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Summer Band Lesson Facilitator

**Supervisor:** Building Administrator

**FLSA Status:** Exempt **Employee Group:** Differential

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#### **Qualifications:**

1. Valid Illinois teaching certificate, currently registered
2. Ability to develop effective professional relationships with colleagues and Administrators.
3. Working knowledge of District music/band program.

#### **Terms of Employment:**

- Differential
- Year to Year Contract

#### **Duties and Responsibilities:**

1. Coordinate all communication from internal and external inquiries as relates to summer band lessons and supplies.
2. Coordinate and assign students with appropriate summer lesson teacher and monitor progress.
3. Organize and transport band instruments and materials.
4. Schedule and coordinate appropriate facility for lessons and sectionals.
5. Keep current with best practices and requirements as they relate to your job assignment.
6. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.
7. Represent the Harlem Consolidated School District in a professional manner.
8. Utilize an appropriate range of instructional strategies and curriculum resources encompassing all forms of diversity while promoting equity and inclusion.