JOB DESCRIPTION
ASSISTANT BAND DIRECTOR

JOB TITLE: Assistant Band Director  WAGE/HOUR STATUS: Exempt
REPORTS TO: Principal/  TERMS: 226 Days
Director of Instrumental Music
DEPARTMENT: Longview High School  PAY GRADE: Teacher Pay Schedule

PRIMARY PURPOSE:
Assist the director with managing the overall program of instrumental music for the district; assist in providing students with an opportunity to participate in extracurricular band activities and ensure compliance with all state, University Interscholastic League (UIL), and district requirements; assist in planning activities to achieve district, region, and state recognition

QUALIFICATIONS:

Minimum Education/Certification:
Bachelor’s degree from an accredited college or university in music or a closely related field
Valid Texas teaching certificate with required endorsements training for subject and level assigned

Special Knowledge and Skills:
- Knowledge of operations of music program
- Knowledge of state, district and UIL policies
- Ability to interpret district policies, procedures and data
- Strong communication, public relations, and interpersonal skills

Minimum Experience:
Minimum two years teaching experience, preferred
MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist with direction of high school instrumental performers, including marching band, orchestra, concert band, soloist, and ensembles

2. Assist in establishing performance requirements, enforce academic requirements, and verify each student’s eligibility to participate in band

3. Provide for band participation at extracurricular events, including concerts, football games, pep rallies, parades, and UIL activities

4. Assist with arrangements of transportation, lodging, and meals for out-of-town events

5. Comply with federal and state laws State Board of Education rules, UIL rules, and board policy in the band area

6. Support band booster club activities

7. Assist with obtaining and the use of evaluative finds (including student achievement data) to determine program effectiveness and ensure that program renewal is continuous and responds to student needs

8. Recommend policies to improve the band program

9. Assist director to ensure that programs are cost-effective and funds are managed wisely.

10. Assist with compiling budgets and cost estimates based on documented program needs

11. Assist in coordination of fundraising activities and management of funds

12. Assist with maintenance of current inventory of all fixed assets within the department

13. Assist in the process of cleaning, repairing, and storing all band equipment

14. Develop and implement plans for instrumental music program and show written evidence of preparation as required

15. Prepare lessons that reflect accommodations for individual student difference

16. Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

17. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of learning styles and needs of students assigned

18. Conduct ongoing assessments of student achievement through formal and informal testing

19. Create and environment conducive to learning and appropriate for the physical, social, and emotional development of students

20. Apply and enforce student discipline in accordance with the Student Code of Conduct and student handbook

21. Accompany and supervise students on in and out-of-town trips

22. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities

23. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers

24. Maintain professional relationship with colleagues, students, parents, and community members

25. Maintain safety standards in conformance with federal, state, and insurance regulations

26. Comply with district policies, as well as state and federal laws and regulations

27. Adhere to the district’s safety policies and procedures

28. Maintain confidentiality in the conduct of district business

29. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)

30. Demonstrate regular and prompt attendance

31. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise assigned teacher aide(s) as required
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EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; frequent district-wide travel; frequent state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; must be able to frequently to occasionally lift 25 to 50 pounds; outdoor exposure to sun and heat.

EVALUATION:

Teacher Evaluation and Support System (T-TESS)

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: ____________________________________________________________

Signature: __________________________________________________________ Date: __________

ESTABLISHED/REVISED: April, 2017