

# Middle School Band Director

## Job Description



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|----------------------|--|-----------------------|---------------|
| <b>Job Title:</b>    | Middle School Band Director                    | <b>FSLA:</b>          | Exempt        |
| <b>Reports to:</b>   | Campus Principal / Director of Performing Arts | <b>Pay Grade:</b>     | Teacher Scale |
| <b>Dept./School:</b> | Assigned Campus                                | <b>Calendar Days:</b> | 192           |
| <b>Contract:</b>     | Probationary/Term                              | <b>Revised:</b>       | 5.24.2024     |

### Primary Purpose

The Middle School Band Director provides leadership to the middle school band program through the development, improvement, and facilitation of musical instruction, extracurricular performances, evaluations and competitions. This position directs and manages the band program at the assigned campus and feeder schools and provides meaningful learning activities and extracurricular events designed to provide students with educationally enriching experiences that help fulfill their potential for intellectual, emotional, physical, and social growth.

### Qualifications

#### Education/Certification:

- Bachelor's degree from an accredited college or university
- Valid Texas teaching certificate for grade level of assignment (TAC 231.93)
- Master's Degree in Music preferred
- Current first aid, cardiopulmonary resuscitation (CPR), and automatic external defibrillator (AED) certificates

#### Special Knowledge/Skills:

- Knowledge of overall operation of instrumental music program
- Knowledge of Music Texas Essential Knowledge and Skills
- Knowledge of state, TMEA, UIL and policies governing band and color guard
- Ability to manage budget and personnel
- Ability to instruct students and manage their behavior
- Ability to interpret data
- Strong communication, public relations, and interpersonal skills

#### Experience:

- Minimum of three (3) years experience directing bands (or similar music leadership positions) preferred

### Major Responsibilities and Duties

#### Student Instruction, Growth, and Development

1. Develop and implement plans for instrumental music programs and show written evidence of preparation as required
2. Prepare lessons that reflect accommodations for individual student differences
3. Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations
4. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned

## **Middle School Band Director**

### **Job Description**



5. Conduct ongoing assessments of student achievement through formal and informal methodologies
6. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students
7. Apply and enforce student discipline in accordance with the Student Code of Conduct and the music program's student handbook
8. Accompany and supervise students on out-of-town trips
9. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
10. Coordinate the selection of student leaders through fair, transparent processes
11. Direct and oversee the directing of Middle School brass, woodwind, and percussion instrumental performers in ensembles such as concert bands, small ensembles, jazz band, solo opportunities, etc.
12. Use Formative and Summative Evaluations with Aldine ISD Rubrics to evaluate student growth and achievement in each grading period with BOY, MOY, and EOY Assessment Reports
13. Conduct Auditions for all students using the Aldine ISD Rubric to evaluate growth and achievement of students and to determine ensemble placement
14. Recruit students into the program following the Aldine ISD expectations for a MS Band Program
15. Retain students in the 7th and 8th grade following the Aldine ISD expectations for a MS Band Program

### **Program Planning**

16. Create and maintain the master calendar and oversee all competition entries, concert dates, parent meetings, trip dates, etc.
17. Register students for all competitions in a timely manner
18. Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in band
19. Coordinate the planning of and attend all outside-of-school rehearsals in preparation for concerts and performances
20. Coordinate the planning of all banquets and awards ceremonies (if included at campus)
21. Provide for band participation at curricular and extracurricular events, including concerts, pep rallies, community events, and UIL activities
22. Coordinate transportation (for students and equipment) and logistics for local events
23. Arrange and seek timely district approval of transportation, lodging, and meals for out-of-town events
24. Obtain and use evaluative findings (including student achievement data) to determine program effectiveness and ensure that program renewal is continuous and responds to student, campus, and community needs
25. Review, draft, and recommend policies or procedures to improve the program

# **Middle School Band Director**

## **Job Description**



### **Leadership and Personnel Management**

- 26. Assist with recruitment, selection, training, and supervision of assistant director(s)
- 27. Coordinate hiring and clearance of all supplemental staff, e.g. lesson teachers, band clinicians, etc.
- 28. Represent the campus and program at all UIL/ TMEA Region Meetings and attend all TMEA activities in which students are participating
- 29. Perform any other related duties as assigned by the Principal, Fine Arts Director, or other appropriate administrator
- 30. Comply with federal and state laws, TEA rules, UIL rules, and district policy in the band area
- 31. Maintain professional relationships with colleagues, students, parents, independent contractors, and community members at all times

### **Communication**

- 32. Establish and maintain open communication through calendars, weekly email updates, approved student management systems
- 33. Conduct conferences with parents, students, administrators, and teachers when necessary
- 34. Coordinate dates for auditions, performances, etc., with campus administration
- 35. Actively recruit for the program through performances, campus visits, flyers, letters to 5th grade students, calls/emails home
- 36. Promote the program and keep the community abreast of all performances, awards, and achievements through social media
- 37. Maintain confidentiality regarding student performance, financial hardships, etc.

### **Budget & Inventory**

- 38. Ensure that programs are cost-effective and funds are managed wisely
- 39. Compile budgets and cost estimates based on documented program needs
- 40. Coordinate, communicate, and oversee all fundraising activities
- 41. Maintain accurate records of student payments, fundraising, trip payments, etc.
- 42. Maintain current inventory of all fixed assets within the department
- 43. Oversee process of cleaning, repairing, and storing all band equipment and uniforms (if included)
- 44. Organize storage areas and control the use of materials and equipment to prevent loss, abuse, or injury
- 45. Instruct students in the proper care and use of equipment

### **Professional Growth and Development**

- 46. Attend staff development programs, curriculum meetings, department meetings, and other professional activities
- 47. Stay current with developments, research, and new technology in the field of music education through attendance at professional conventions

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### Supervisory Responsibilities

Direct supervision of assistant band directors, and various band tutors or contract personnel

### Evaluation

The Middle School Band Director will be evaluated by their campus administrator using the T-TESS appraisal system.

The Aldine ISD Performing Arts Evaluation will assess individual teacher growth and achievement through:

- Student participation and success in required state and district evaluations
- Sustained recruiting and retention of students in the program
- Classroom and District formative and summative evaluations

### Work Environment

- **Tools/Equipment Used:** Personal computer and peripherals; standard instructional equipment; automated external defibrillator (AED)
- **Posture:** Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- **Motion:** Frequent walking, repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching
- **Lifting:** Regular moderate lifting and carrying (15–44 pounds); may lift and move musical instruments
- **Environment:** Work outside and inside; exposure to extreme temperatures (hot, cold, and inclement weather), humidity, and prolonged sunlight; work on uneven or slippery surfaces; frequent exposure to noise
- **Mental Demands:** Maintain emotional control under stress; work prolonged or irregular hours; frequent district and statewide travel

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.