

# High School Assistant Band Director

## Job Description



<b>Job Title:</b>	High School Assistant 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>	226
<b>Contract:</b>	Probationary/Term	<b>Revised:</b>	5.5.2024

### Primary Purpose

The High School Assistant Band Director assists the Head Director with providing leadership to the high school band program through the development, improvement, and facilitation of instrumental instruction, extracurricular performances, and competitions. This position assists with directing and managing 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)
- Current first aid, cardiopulmonary resuscitation (CPR), and automatic external defibrillator (AED) certificates
- UIL Marching Band Safety Training

#### 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 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 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

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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. Assist with the selection of student leaders through fair, transparent processes
11. Assist with the directing of high school brass, woodwind, and percussion instrumental performers in ensembles such as marching band, concert band, small ensembles, jazz band, pit orchestra, solo opportunities, etc.

### **Program Planning**

12. Assist with establishing performance requirements, enforcing academic requirements, and verifying each student's eligibility to participate in band
13. Assist with coordinating the planning of and attend all outside-of-school rehearsals in preparation for concerts and performances
14. Assist with the planning of the fall marching production, including but not limited to: copyright/ licensing needs; payment of arrangers/ designers; planning of all rehearsals; hiring of independent contractors; registration for all competitions; travel/ trucking logistics
15. Assist with the planning of all banquets and awards ceremonies
16. Provide for band participation at curricular and extracurricular events, including concerts, football games, pep rallies, parades, community events, and UIL activities
17. Coordinate transportation (for students and equipment) and logistics for local events as assigned
18. Arrange and seek timely district approval of transportation, lodging, and meals for out-of-town events as assigned
19. Attend all assigned band booster board and general membership meetings
20. 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
21. Review, draft, and recommend policies or procedures to improve the program

### **Leadership and Personnel Management**

22. Assist with coordinating hiring and clearance of all supplemental staff, e.g., color guard instructors, lesson teachers, marching technicians, band clinicians, etc. as assigned
23. Attend all UIL/ TMEA Region Meetings and attend all TMEA activities in which students are participating
24. Perform any other related duties as assigned by the Principal, Fine Arts Director, or other appropriate administrator

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- 25. Comply with federal and state laws, TEA rules, UIL rules, and district policy in the band area
- 26. Maintain an active and visible presence at the feeder middle school campuses and attend concerts and contest performances when possible
- 27. Maintain professional relationships with colleagues, students, parents, independent contractors, and community members at all times

### Communication

- 28. Establish and maintain open communication through calendars, weekly email updates, approved student management systems
- 29. Conduct conferences with parents, students, administrators, and teachers when necessary
- 30. Assist with coordinating dates for auditions, performances, etc., with all directors, administrators, and cluster feeder middle school directors and administrators
- 31. Actively recruit for the program through performances, campus visits, combined rehearsals with the middle schools, flyers, letters to middle school students, calls/emails home
- 32. Promote the program and keep the community abreast of all performances, awards, and achievements through social media
- 33. Maintain confidentiality regarding student performance, financial hardships, etc.

### Budget & Inventory

- 34. Assist with coordinating, communicating, and overseeing fundraising activities as assigned
- 35. Maintain accurate records of student payments, fundraising, trip payments, etc. as assigned
- 36. Maintain current inventory of all fixed assets within the department (assigned inventory)
- 37. Oversee process of cleaning, repairing, and storing all band equipment and uniforms
- 38. Organize storage areas and control the use of materials and equipment to prevent loss, abuse, or injury
- 39. Instruct students in the proper care and use of equipment

### Professional Growth and Development

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

### Supervisory Responsibilities

Direct supervision of various band tutors or contract personnel assigned

### Evaluation

High School Directors of Band will be evaluated through the TTES Appraisal System and the Aldine ISD Performing Arts Evaluation.

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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:** District-provided computer and peripherals; standard instructional equipment
- **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 (from TASB model description)
- **Lifting:** Regular light lifting and carrying (less than 15 pounds)
- **Environment:** Work inside, may work outside; frequent district-wide travel
- **Mental Demands:** Maintain emotional control under stress; may work prolonged or irregular hours

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. .