

Middle School Assistant Band Director

Job Description



Job Title:	Middle School Assistant Band Director	FSLA:	Exempt
Reports to:	Campus Principal / Director of Performing Arts	Pay Grade:	Teacher Scale
Dept./School:	Assigned Campus	Calendar Days:	192
Contract:	Probationary/Term	Revised:	5.10.2024

Primary Purpose

The Middle School Assistant Band Director assists the head director with providing 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) required

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

Middle School Assistant Band Director

Job Description



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
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.

Program Planning

12. Create and maintain the master calendar and oversee all competition entries, concert dates, parent meetings, trip dates, etc.
13. Register students for all competitions in a timely manner
14. Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in band
15. Coordinate the planning of and attend all outside-of-school rehearsals in preparation for concerts and performances
16. Coordinate the planning of all banquets and awards ceremonies (if included at campus)
17. Provide for band participation at curricular and extracurricular events, including concerts, pep rallies, community events, and UIL activities
18. Coordinate transportation (for students and equipment) and logistics for local events
19. Arrange and seek timely district approval of transportation, lodging, and meals for out-of-town events
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 recruitment, selection, training, and supervision of assistant director(s)
23. Coordinate hiring and clearance of all supplemental staff, e.g. lesson teachers, band clinicians, etc.
24. Represent the campus and program at all UIL/ TMEA Region Meetings and attend all TMEA activities in which students are participating
25. Perform any other related duties as assigned by the Principal, Fine Arts Director, or other appropriate administrator

Middle School Assistant Band Director

Job Description



26. Comply with federal and state laws, TEA rules, UIL rules, and district policy in the band area
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. Actively recruit for the program through performances, campus visits, flyers, letters to 5th grade students, calls/emails home
31. Promote the program and keep the community abreast of all performances, awards, and achievements through social media
32. Maintain confidentiality regarding student performance, financial hardships, etc.

Budget & Inventory

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

Professional Growth and Development

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

Supervisory Responsibilities

Supervision of percussion techs 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 earning one of the following levels of job performance:

- Distinguished
- Accomplished
- Proficient
- Developing
- Improvement Needed

Middle School Assistant Band Director Job Description



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.