

## Beeville ISD Job Description

## Assistant Band Director-Percussion

**Job Title:** Assistant Band Director-Percussion

**FLSA Status:** Exempt

**Reports to:** Principal

**Minimum Salary:** \$52,600

**Dept./School:** Moreno Jr. High School

**Date Revised:** April, 2025

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### Primary Purpose:

Direct, manage and expand the BISD Pre-K thru 12 Instrumental Music Program. Provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth and provide an opportunity to participate in extracurricular instrumental music extra-curricular activities. Enable students to develop music theory competencies and skills to appreciate the full scope of performance, as well as composition.

### Qualifications:

#### Education/Certification:

Bachelor's degree from an accredited college or university

Valid Texas teaching certificate

Demonstrated competency in instrumental music

#### Special Knowledge/Skills:

Knowledge of overall operation of Pre-K thru 12 instrumental music programs

Knowledge of audio technology and digital sound systems

Ability to teach the theory of music

Knowledge of curriculum and instruction

Knowledge of state and UIL policies governing instrumental music programs

Ability to work collaboratively with all BISD music educators

Ability to instruct students and manage their behavior

Ability to interpret data

Strong communication, public relations, and interpersonal skills

#### Experience:

Minimum one year of student teaching or approved internship and band directing experience

### Major Responsibilities and Duties:

#### Instructional Strategies

1. Direct instrumental performers, including marching band, orchestra, concert band, soloists, and ensembles.
2. Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in band.
3. Supervise or lead band participation at extracurricular events, including concerts, football games, pep rallies, parades, and UIL.

4. Support band booster club activities.
5. Develop and implement plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for individual student differences.
6. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned. Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.
7. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
8. Work with other members of the staff to determine instructional goals, objectives, and methods according to district requirements.
9. Obtain and use evaluative findings (including student achievement data) to determine program effectiveness and ensure that program renewal is continuous and responds to student needs.

**Student Growth and Development**

10. Conduct ongoing assessments of student achievement through formal and informal testing.
11. Be a positive role model for students and support the BISD Mission.

**Classroom Management and Organization**

12. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
13. Manage student discipline in accordance with the Student Code of Conduct and student handbook.
14. Accompany and supervise students on out-of-town trips activities and arrange transportation, lodging, and meals for out-of-town events.
15. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

**Communication**

16. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.
17. Effectively engage and communicate with Pre-K through 12 students, parents and the community in order to establish and maintain a robust BISD instrumental music program.

**Budget and Inventory**

18. Assist with developing the annual budget based on documented program needs and ensure that operations are cost effective, and funds are managed wisely.
19. Coordinate fundraising activities and manage funds.

- 20. Maintain current inventory of all fixed assets related to the program.
- 21. Oversee cleaning, repairing, and storing of all instruments and equipment.
- 22. Compile, maintain, and file all reports, records, and other documents required.

**Professional Growth and Development**

- 23. Participate in staff development activities to improve job-related skills.
- 24. Attend and participate in faculty meetings and serve on staff committees as required.
- 25. Comply with federal and state laws, State Board of Education rule, UIL rules, and board policy in the band area.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Personal computer and peripherals; standard instructional equipment; automated external defibrillator (AED)

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking/marching

**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

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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.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_