

Job Title: Assistant Band Director - HS

Wage/Hour Status: Exempt

Reports to: Principal

Pay Grade: Teacher

Dept./School: High School

Date Revised: 11-24-14

Primary Purpose:

Direct and manage the overall band program for the campus while coordinating with the feeder middle schools. Provide students with opportunities to participate in both curricular and extracurricular band activities and ensure compliance with all state, University Interscholastic League (UIL), and district requirements. Plan activities to achieve district, region, state and national recognition.

Qualifications:

Education/Certification:

Bachelor's degree from an accredited college or university
Valid Texas teaching certificate

Special Knowledge/Skills:

Knowledge of overall operation of instrumental music program
Ability to manage budget and personnel
Knowledge of state and UIL policies governing band
Ability to implement policy and procedures
Ability to interpret data
Strong communication, public relations, and interpersonal skills
Strong background in wind and/or percussion instrument pedagogy
Strong classroom management skills
Ability to work with large groups of students and maintain a well disciplined, focused, productive environment

Major Responsibilities and Duties:

Align the major functions of the assignment with district goals such that all students succeed.

Program Planning

1. Direct high school instrumental performers, including marching band, concert bands, small ensembles, and individual performers as assigned.
2. Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in band.
3. Work with other members of school staff to plan and implement instructional goals and objectives to ensure the overall educational development of student athletes.
4. Perform other duties assigned by the principal.
5. Provide for band participation at curricular and extracurricular events, including local concerts, contests, football games, pep rallies, parades, and UIL activities.
6. Arrange transportation, lodging, and meals for out-of-town events as needed by the Head Director.
7. Comply with federal and state laws, State Board of Education rules, UIL rules, and board policies.
8. Participate in band booster club activities.

9. Work collaboratively with other teachers, directors and administrators for the highest levels of student achievement.
10. Take initiative and be proactive in problem solving.
11. Continually evaluate student performance and achievement data. Use that data to determine areas in need of improvement.
12. Be accessible to students and staff program-wide.

Administrative

1. Assist in the administration of the private lesson program, including the selection of applied teachers and communication with, and scheduling of, students and teachers.
2. Be actively involved with the parent booster organization including attendance at regular meetings and other activities as necessary and desirable.
3. Assist and cooperate fully and willingly with other band directors in a unified effort to improve all the bands in the district and to support one another.
4. Maintain student accountability with regard to individual performance and participation standards.
5. Apply grading criteria that reflect student accountability and that is in alignment with the expectations of the head Director, Director of Fine Arts and the District.
6. Assist and, when assigned, coordinate the hosting of special events such as All-Region auditions, clinics, etc.
7. Maintain confidentiality with professional matters and sensitive issues, and follow proper protocol in addressing concerns.

Budget and Inventory

1. Ensure that programs are cost-effective and funds are managed wisely.
2. Compile budgets and cost estimates based on documented program needs.
3. Assist in maintaining current inventory of all fixed assets within department.
4. Assist in oversight of cleaning, repairing, and storing all band equipment.

Instruction

1. Team teach other band classes as required and as the schedule permits.
2. Align rehearsal standards, teaching styles, rehearsal priorities, ensemble fundamentals, etc., with the district curriculum, scope and sequence, Head Director, Director of Fine Arts and with other staff as required.
3. Utilize and, when necessary, create supplemental instructional materials to develop individual and ensemble proficiency among students.
4. Prepare students to advance by developing musical skills and personal responsibility and accountability.
5. Maintain regular after school rehearsal schedules.

6. Monitor and assess student performance through class and after school sessions and instruction.
7. Assist students at all levels in preparation for All-Region tryouts and clinics.
8. Assist with the design and implementation of curricular and extra-curricular events such as chamber music activities, instructional events, transitional and introductory events, etc.
9. Develop and implement plans for instrumental music program and show written evidence of preparation as required.
10. Prepare lessons that reflect accommodations for individual student differences.
11. Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.
12. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
13. Conduct ongoing assessments of individual student achievement through formal and informal testing, performances and evaluations.
14. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.

Student Management

1. Apply and enforce student discipline in accordance with the Student Code of Conduct and student handbook.
2. Accompany and supervise students on out-of-town trips.
3. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Communication

1. Establish and maintain open communication by conducting conferences with students, parents, teachers, principals and district level administrators.
2. Maintain professional relationship with colleagues, students, parents, and community members.
3. Communicate effectively with all directors on staff at assigned campus and throughout the district regarding expectations.

Other Considerations

1. Actively and regularly pursue formal professional growth opportunities beyond those required of the District (e.g., Young Educator's Seminars, Texas Bandmasters Association Professional Development clinics, etc.)
2. Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress.
3. Ability to problem-solve, to work collaboratively with others and to work on multiple projects/tasks within a given period of time.
4. Ability and willingness to travel to other campuses within the district as needed.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent district and occasional statewide travel; prolonged and irregular hours; outdoor and indoor work; exposure to sun, heat, cold, and inclement weather.

Bryan ISD is an equal opportunity employer. All applicants are considered for all positions without regard to race, color, national origin, religion, sex, marital or veteran status, medical condition, or disability, or any other legally protected reason.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____