



## SEGUIN INDEPENDENT SCHOOL DISTRICT

### Job Description

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**JOB TITLE:** High School Band Head Director  
**REPORTS TO:** Principal  
**DEPT/SCHOOL:** Curriculum and Instruction

**WAGE/HOUR STATUS:** Exempt  
**PAY GRADE:** Teacher w/Stipend  
**DAYS EMPLOYED:** 187 + extra days  
**DATE REVISED:** April 2025

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#### PRIMARY PURPOSE:

District-wide coordination and supervision of the secondary instrumental music program consistent with the philosophy and objectives of the educational program established by district policy and in accordance with the statutes and standards of regulatory agencies and with administrative regulations and procedures.

#### QUALIFICATIONS:

##### **Education/Certification:**

- Bachelor's degree from an accredited college or university with an appropriate major
- Teacher Certification (in area of assignment)

##### **Special Knowledge/Skills:**

- Strong communication, public relations, and interpersonal skills
- Excellent organizational skills

##### **Experience:**

- Three years teaching experience in public school band programs or the equivalent.

#### MAJOR RESPONSIBILITIES AND DUTIES:

1. Teach classes assigned.
2. Direct and coordinate all co-curricular activities associated with the secondary instrumental music program.
3. Supervise the total organization of the district's secondary instrumental music program.
4. Assist in determining staffing needs for the instrumental music program of the middle and senior high schools and cooperate with the respective campus principals and Asst. Superintendent of Human Resources in securing qualified personnel.
5. Coordinate with principals in the scheduling of staff assigned to the secondary instrumental music program.
6. Coordinate the preparation of the annual budget for the total secondary instrumental music program based on identified needs and priorities of the district and, in cooperation with principals, administer the expenditure of budgeted funds in accordance with established district procedures and practices.
7. Coordinate with the transportation department in arranging for transportation scheduling of band activities.
8. Supervise secondary instrumental music program staff members in the performance of program duties and cooperate with respective campus principals in evaluation of staff assigned at the middle and senior high schools.

9. Promote positive community relations through effective communication and involvement of community members.
10. Administer the band fee program and cooperate with the high school principal and the business office in payments and record keeping.
11. Analyze personal characteristics and strengthen areas of behavior as necessary for the fulfillment of assignments.
12. Perform other duties and functions as assigned by the high school principal.

**WORKING CONDITIONS:****Mental Demands:**

- Ability to communicate effectively (verbally and written)
- Ability to instruct
- Ability to maintain emotional control under stress.

**REMOTE LEARNING:**

Monitor virtual classroom environments to ensure learning and appropriate physical, social, and emotional development of students.

Be available by phone, email, or video conferencing during indicated work hours to confer with district personnel, students, and/or parents. The rest of the workday is committed to planning, preparing, implementing, and evaluating lessons and activities of campus employees.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Teaching Personnel.

I understand that a portion or all of my position could be funded using a Federal funding source (including extra duty pay, stipends, or compensation).

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

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

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_