



**JOB DESCRIPTION**  
SCHOOL DISTRICT U-46  
HUMAN RESOURCES

|                                                    |                                                                 |
|----------------------------------------------------|-----------------------------------------------------------------|
| <b><u>Position / Title:</u></b> Jazz Band Director |                                                                 |
| <b><u>Bargaining Unit:</u></b> NAC                 | <b><u>Department/Location:</u></b> HS Activities                |
| <b><u>Calendar Days:</u></b> N/A                   | <b><u>Reports To:</u></b> Building Athletic/Activities Director |
| <b><u>JD Revision Date:</u></b> 12/11/2023         | <b><u>Supervises:</u></b> N/A                                   |

**Function / Position Summary**

To build and maintain a high-quality high school jazz band program, focusing on best-practice, student-focused instruction to provide supplemental music education opportunities for students.

**Job Duties / Responsibilities**

- Implement researched-based instructional strategies that engage all students, differentiating to accommodate a range of ability levels, and acknowledging a variety of cultural backgrounds in order to support student learning and growth.
- Seek administrative counsel regarding budgets and spending procedures.
- Communicate effectively with parents, students, administrators, teacher colleagues, and community leaders.
- Maintain high expectations for student achievement and behavior and motivate students to work to their highest potential.
- Demonstrate prompt and regular attendance.
- Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Cultivate a positive, harassment free, instructional culture which motivates students through the use of effective communication and constructive feedback.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Apply and enforce student discipline in accordance with the Student Code of Conduct, appropriate student handbook, and band syllabus/handbook conduct regulations.
- 30 hours of after-school rehearsals
- 2 district or regional jazz festival or competition
- 2 school-based performances
- Attendance at Freshman Orientation and incoming 8th Grade Night, as applicable.
- Manage Finances and Administrative Paperwork for the Organization.

**Education**

- Bachelor's Degree in Music Education, emphasis in Instrumental-Band preferred
- Illinois Professional Educators License with K-12 music endorsement preferred  
-OR-
- Comparable coursework and/or previous experience teaching jazz band

**Experience / Knowledge**

- Strong musical skills required.
- Previous experience teaching jazz band preferred.
- Strong communication, public relations, and interpersonal skills.

- Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback, and to conduct conferences as needed with parents, students, administrators, or other teachers.
- Ability to effectively present information and respond to questions, inquiries, and/or complaints.
- Display courtesy, tact, and respect when dealing with others.
- Maintain appropriate confidentiality.
- Establish and maintain effective working relationships; demonstrate a commitment to teamwork.
- Ability and willingness to learn and refresh job skills through professional development in order to meet the changing needs of this position.
- Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent unscheduled interruptions, and perform duties and tasks at expected levels of professionalism.
- Spanish language skills preferred.
- 3-5 years of comparable experience preferred.

#### **Physical Demands**

- Must be physically able to maintain the demands of an active high school jazz band program (i.e. performances, equipment moves, etc.).
- Occasionally requires working in warm temperatures, including under stage lights.
- Occasionally requires physical exertion to manually move, lift, or carry heavy materials or equipment, including chairs, music stands, keyboards, and other related equipment.
- Must work in noisy and crowded environments.
- Public contact requiring appropriate business-like apparel.

#### **Terms of Employment**

- This is an Appendix F stipend position in accordance to the school year calendar.
- For Non-ETA Coaches: this position is for this year only.
- Terms of employment will be determined in collaboration with the athletic/activity director.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_