



**Job Title:** Color Guard Specialist

**Exemption Status/Test:** Non-Exempt

**Reports to:** Head Band Director/Director of Visual and Performing Arts

**Date Revised:** March 2018

**Dept. /School:** Visual and Performing Arts

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**Primary Purpose:**

The Color Guard Specialist will rehearse and instruct our high school marching band color guard students. Each specialist will report directly to the head high school band director to whom he/she is assigned. The specialist responsibilities and duties are listed below:

Direct and manage the overall high school color guard program. Provide students with an opportunity to participate in extracurricular activities and ensure compliance with all state, University Interscholastic League (UIL), and district requirements. Plan activities to achieve district, region, and state recognition.

**Qualifications:**

**Education/Certification:**

Associates degree or two years of higher education preferred  
High school diploma or GED  
Two (2) years of experience in overseeing a successful color guard program

**Experience:**

Color guard performance experience required  
Previous color guard instruction preferred

**Special Knowledge/Skills:**

Knowledge of overall operation of color guard program and competition structure  
Ability to design and provide creative input toward the implementation of color guard performances, including equipment performances (i.e.: flag, sabre, and rifle)  
Providing choreography and musical design for shows and performances  
General knowledge of marching band  
Vision and ability to lead and maintain a cutting edge program with artistic vision and direction  
Ability to manage budget  
Knowledge of state and UIL policies governing color guard  
Ability to interpret policy, procedures, and data  
Strong organizational, communication, public relations, and interpersonal skills  
Ability to follow verbal and written instructions  
Ability to instruct students and manage their behavior  
Strong organizational, communication, and interpersonal skills

**Major Responsibilities and Duties:**

1. Direct high school color guard performers in marching band, spring indoor competition and in solos and ensemble events.
2. Maintain a cooperative working relationship with Campus Administrators, Band director, Band members, and all Band staff.

3. Instruct and prepare color guard students for all marching band performances through creative design, choreography, and implementation.
4. Assist the campus band directors in overseeing the day to day duties and operations of the color guard students.
5. Assist in implement plans for recruitment and retention of students.
6. Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in color guard,
7. Provide for participation at extracurricular events as an extension of the band program as needed. These may include athletic events, pep rallies, parades, and UIL activities.
8. Attend all rehearsals and performances.
9. Assist band director in arranging transportation, lodging, and meals for out-of-town events.
10. Comply with federal and state laws, UIL rules, and board policy in the extracurricular area.
11. Support band booster club activities.
12. 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.
13. Recommend policies to improve program.
14. Ensure that programs are cost effective and funds are well-managed.
15. Compile budgets and cost estimates based on documented program needs.
16. Assist head band director in coordination of fundraising activities and manage funds.
17. Ensures that the color guard is properly equipped for rehearsals and performances.
18. Maintain current inventory of all fixed assets within the program.
19. Oversee process of cleaning, repairing, and storing of equipment.
20. Develop and implement plans for color guard program and show written evidence of preparation as required.
21. Prepare lessons that reflect accommodations for individual student differences.
22. Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
23. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
24. Conduct ongoing assessments of student achievement through formal and informal testing.
25. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
26. Apply and enforce student discipline in accordance with Student Code of Conduct and student handbook.
27. Accompany and supervise students on all out of town trips.
28. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
29. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
30. Maintain professional relationship with colleagues, students, parents, and community members.
31. Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.
32. Perform other duties as assigned.

**Supervisory Responsibilities:**

None.

## **Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Frequent standing, stooping, bending, pulling and pushing; needs to move about inside the classroom or campus to monitor students as necessary.

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (up to 35 pounds), frequent moving of color guard equipment

**Environment:** May be exposed to outdoor weather conditions during portions of work day; may work prolonged or irregular hours; frequent districtwide, statewide, and out-of-state travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress; will work flexible hours

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.