



Job Title: Assistant Band Director for Middle School

Exemption Status/Test: Exempt

Reports to: Campus Principal/Head Director/
Visual and Performing Arts Director

Date Revised: February 20, 2015

Dept. /School: Assigned Campus

Funding Source: GISD Teacher Pay Schedule;
Plus \$2,500 Stipend (202 Days)

Primary Purpose:

Assist with the direction and manage the overall program of instrumental music (band) for the campus. Provide students with an opportunity to participate in extracurricular band 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:

Bachelor's degree in music from an accredited college or university
Valid Texas teaching certificate in secondary music
ESL Certification preferred

Special Knowledge/Skills:

Knowledge of overall operation of instrumental music program
Knowledge of state and UIL policies governing band
Ability to implement policy, procedures, and data
Ability to manage budget
Strong instructional communication, public relations, organizational, leadership, and interpersonal skills
Willingness to advance knowledge by attending workshops, conventions, and staff development sessions
Adept in brass, woodwind and percussion pedagogy

Experience:

Previous band directing experience preferred

Major Responsibilities and Duties:

Program Planning

1. Engage and plan with high school directors to align programmatic curricular and extra-curricular activities with the band cluster
2. Work with teachers 5-12 to promote and encourage student participation in the band program
3. Assist with and direct middle school instrumental performers, including beginner, intermediate and advanced bands; soloists, ensembles, and competition groups
4. Assist with establishing performance requirements, enforcing academic requirements, and verifying each student's eligibility to participate in band
5. Provide for band participation at extracurricular events, including concerts, pep rallies, parades, and UIL activities
6. Assist in the arrangement of transportation, lodging, and meals for out-of-town events

7. Comply with federal and state laws, State Board of Education (SBEC) rule, UIL rules, and board policy in the band area
8. 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
9. Assist with the design and implementation of plans for recruitment and retention of students
10. Recommend policies to improve program
11. Support Band Booster Club activities (if applicable)

Budget and Inventory

12. Ensure that programs are cost-effective and funds are managed wisely
13. Assist with fundraising activities and managing funds
14. Assist with maintaining current inventory of all fixed assets within department
15. Assist with the process of cleaning, repairing, and storing all band equipment

Instruction

16. Assist with the development and implementation of plans for instrumental music program and show written evidence of preparation as required
17. Prepare lessons that reflect accommodations for individual student differences
18. Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations
19. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned
20. Conduct ongoing assessments of student achievement through formal and informal testing
21. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students
22. Actively participate in district and area music events, including festivals, Pre-UIL events and UIL/TMEA events

Student Management

23. Apply and enforce student discipline in accordance with the Student Code of Conduct and student handbook
24. Accompany and supervise students on all trips
25. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities

Communication

26. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers
27. Maintain professional relationship with colleagues, students, parents, and community members
28. Work to provide campus, district and community awareness of band activities and performances

Personnel Management

29. Assist with recruiting, supervising and evaluating private lesson instructors for campus/cluster

Other Responsibilities

30. Perform other duties as assigned by the head band director or administration

Mental Demands/Physical Demands/Environmental Factors

Ability to maintain emotional control under stress

Available for frequent in-district and occasional state-wide travel
Available to work prolonged and irregular hours
Perform outdoor and indoor work
Experience exposure to sun, heat, cold, and inclement weather

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.