

Job Title: Band Director**Exemption Status:** Exempt**Reports to:** District Principals**Date Revised:** 10.2021**Campus:** Grades 5-12

Primary Purpose:

Direct and manage the district's band program. Ensure that the development and delivery of the music curriculum and instructional program is effective and efficient, incorporates district goals, and supports student achievement.

Qualifications:**Education/Certification:**

BS/BA music or music education

Special Knowledge/Skills:

Knowledge of band programs and various instruments

Ability to interpret data and evaluate instructional programs and teaching effectiveness

Ability to manage budget and personnel

Ability to implement policy and procedures

Strong communication, public relations, and interpersonal skills

Possess or the ability to possess a CDL with School Bus endorsement

Experience:

3 years of experience as a director or assistant director preferred

Major Responsibilities and Duties:**Instructional and Program Management**

1. Oversee the development and delivery of a music program that incorporate district goals and support student achievement.
2. Develop a successful, inclusive marching band program for performances and competitions.
3. Attend extracurricular events with the band throughout the year.
4. Monitor and reevaluate the music program on an ongoing basis using input applied research, and student data to determine effectiveness and improve outcomes. Recommend changes and adjustments to the program where appropriate to meet student needs.
5. Encourage and support student performances and other displays of student work.
6. Ensure that the necessary time, resources, materials, and technology to support accomplishment of educational goals are available.

7. Participate in the district-level decision-making process to establish and review the district's goals and objectives related to instructional programs.
8. Engage instructional staff in evaluating and selecting instructional tools and materials to meet student learning needs.
9. Actively support the efforts of others to achieve district goals and objectives and campus performance objectives (academic excellence indicators).
10. Participate in staff development that supports instructional programs and is consistent with the district's mission.

Policy, Reports, and Law

11. Implement the policies established by federal and state law, State Board of Education rule, and local board policy.
12. Compile, maintain, and file all reports, records, and other documents as required.

Budget and Inventory

13. Develop and administer music department budget based on documented program needs and ensure that operations are cost effective and funds are managed prudently.
14. Coordinate fundraising activities and manage funds.
15. Maintain current inventory of all fixed assets related to the program.
16. Oversee cleaning, repairing, and storing of all instruments and equipment.

Communication

17. Establish and maintain a professional relationship and open communication with principals, teachers, staff, parents, and community members.
18. Establish a working relationship with the booster club to support the band program.

Mental Demands/Physical Demands/Environmental Factors:

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

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

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

Lifting: Occasional light lifting and carrying of musical equipment

Environment: Frequent travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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

Reviewed by _____ Date _____

Received by _____ Date _____