

Job Title: Assistant Band Director**Exemption Status:** Exempt**Reports to:** Principal**Date Revised:** 10.2021**Dept./School:** Grades 5-12

Primary Purpose:

Assist the director with managing the instrumental music and band program at assigned campus. Provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth and provide an opportunity to participate in extracurricular band. Enable students to develop competencies and skills to function successfully in society.

Qualifications:**Education/Certification:**

Bachelor's degree from an accredited college or university
Valid Texas teaching certificate
Demonstrated competency in instrumental music
Possess or the ability to possess a CDL with School Bus endorsement

Special Knowledge/Skills:

Knowledge of overall operation of instrumental music program
Knowledge of curriculum and instruction
Knowledge of University Interscholastic League (UIL) rules
Ability to develop budgets and manage funds
Ability to instruct students and manage their behavior
Ability to interpret data
Strong communication, organizational, and interpersonal skills

Experience:

Student teaching or approved internship experience

Major Responsibilities and Duties:**Instructional Strategies**

1. Assist with directing instrumental performers, including marching band, orchestra, concert band, soloists, and ensembles.
2. Assist with establishing performance requirements, enforce academic requirements, and verify each student's eligibility to participate in band.
3. Assist band director to provide for band participation at extracurricular events, including concerts, football games, pep rallies, parades, and UIL.
4. Assist with development and implementation plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for individual student differences.

5. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned. Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.
6. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
7. Work with other members of the staff to determine instructional goals, objectives, and methods according to district requirements.

Student Growth and Development

8. Assist with ongoing assessments of student achievement through formal and informal testing.
9. Be a positive role model for students and support mission of the school district.

Classroom Management and Organization

10. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
11. Manage student discipline in accordance with the Student Code of Conduct and student handbook.
12. Accompany and supervise students on out-of-town trip activities and arrange transportation, lodging, and meals for out-of-town events.
13. Take all necessary and reasonable precautions to protect students, equipment, material, and facilities.

Communication

14. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

Budget and Inventory

15. Assist with development and administration of the budget based on documented program needs and ensure that operations are cost effective and funds are managed wisely.
16. Coordinate fundraising activities and manage funds.
17. Maintain current inventory of all fixed assets related to the program.
18. Oversee cleaning, repairing, and storing of all instruments and equipment.
19. Compile, maintain, and file all reports, records, and other documents required.

Professional Growth and Development

20. Participate in staff development activities to improve job-related skills.
21. Attend and participate in faculty meetings and serve on staff committees as required.

22. Comply with federal and state laws, State Board of Education rule, UIL rules, and board policy in the band area.

Other

23. Follow district safety protocols and emergency procedures.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment; automated external defibrillator (AED)

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking/marching

Lifting: Regular moderate lifting and carrying (15–44 pounds); may lift and move musical instruments

Environment: Work outside and inside; exposure to extreme temperatures (hot, cold, and inclement weather), humidity, and prolonged sunlight; work on uneven or slippery surfaces; frequent exposure to noise

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours; frequent district and statewide travel

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 _____