

# CARLSTADT-EAST RUTHERFORD REGIONAL BOARD OF EDUCATION

## EXTRACURRICULAR ACTIVITIES

## Administrative Regulations

- TITLE:** MARCHING BAND and MUSIC ACTIVITIES ADVISOR
- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate and Subject Area Endorsement or eligibility
  2. Demonstrates expertise in knowledge and teaching of instrumental music.
  3. Ability to maintain a positive learning environment
  4. Strong interpersonal and communication skills
  5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
- \*As defined in N.J.A.C. 6A:9-9 Instructional certificates
- REPORTS TO:** Principal/Team Leader
- SUPERVISES:** Students, and when assigned, student teachers and classroom aides
- JOB GOAL:** To provide an approved education program and establish a class environment that fosters learning and personal growth; to help pupils to develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and to maintain good relationships with parents and other staff members.
- PERFORMANCE RESPONSIBILITIES:**
- TERMS OF EMPLOYMENT:** Work year and salary to be determined by the board.
- EVALUATION:** Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVISED: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Legal References:

<u>N.J.S.A.</u> 7F	Comprehensive Educational Improvement and Financing Act	
<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception	
<u>N.J.S.A.</u> 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system	
<u>N.J.S.A.</u> 18A:16-2		
<u>N.J.S.A.</u> 18A:25-2	Physical examinations; requirement	Authority
<u>N.J.S.A.</u> 18A:25-4	over pupils	School register;
<u>N.J.S.A.</u> 18A:26-1	keeping	Citizenship of teachers,
<u>N.J.S.A.</u> 18A:26-1.1	etc	
<u>N.J.S.A.</u> 18A:26-2	Residence requirement prohibited	
<u>N.J.S.A.</u> 18A:27	Certificates required; exception	
<u>N.J.S.A.</u> 18A:28-3	Employment and contracts	No
<u>N.J.S.A.</u> 18A:28-5	tenure for noncitizens	Tenure
<u>N.J.S.A.</u> 18A:28-8	of teaching staff members	Notice of
<u>N.J.S.A.</u> 18A:37	intention to resign required	Discipline of pupils
<u>N.J.A.C.</u> 6A:7	<u>N.J.A.C.</u> Managing for equality and education in education	
6A:8	<u>N.J.A.C.</u> Standards and assessment	Professional
6A:9	licensure and standards	
<u>See particularly:</u>	Professional standards for teachers	
<u>N.J.A.C.</u> 6A:9-3.3	General certification policies	
<u>N.J.A.C.</u> 6A:9-5	Requirements for instructional certificate	Authorizations-
<u>N.J.A.C.</u> 6A:9-8	general	Endorsements
<u>N.J.A.C.</u> 6A:9-9.1	and authorizations	Required professional
<u>N.J.A.C.</u> 6A:9-9.2	development for teachers	Programs to support student
<u>N.J.A.C.</u> 6A:9-15	development	Employment of teaching staff
<u>N.J.A.C.</u> 6A:16	Evaluation of tenured teaching staff members	
<u>N.J.A.C.</u> 6A:32-4	Evaluation of non-tenured teaching staff members	
<u>N.J.A.C.</u> 6A:32-4.4	Standards for determining seniority	
<u>N.J.A.C.</u> 6A:32-4.5	School employee physical examinations	
<u>N.J.A.C.</u> 6A:32-5.1	Student records	
<u>N.J.A.C.</u> 6A:32-6		
<u>N.J.A.C.</u> 6A:32-7		

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et. seq.

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et. seq.

## **Major Responsibilities and Duties:**

### **Program Planning**

1. Direct high school instrumental performers, including marching band, orchestra, concert band, soloists, and ensembles.
2. Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in band.
3. Provide for band participation at extracurricular events, including concerts, football games, pep rallies, parades, and other activities.
4. Arrange transportation, lodging, and meals for out-of-town events.
5. Comply with federal and state laws, State Board of Education rule, and board policy in the band area.
6. Support band club activities.
7. 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.
8. Recommend policies to improve program.
9. Provide ample practice time prior to school year in order to prepare marching band for participation at extra-curricular events.

### **Budget and Inventory**

9. Ensure that programs are cost-effective and funds are managed wisely.
10. Compile budgets and cost estimates based on documented program needs.
11. Coordinate fundraising activities and manage funds.
12. Maintain current inventory of all fixed assets within department.
13. Oversee process of cleaning, repairing, and storing all band equipment.

### **Instruction**

14. Develop and implement plans for instrumental music program and show written evidence of preparation as required.
15. Prepare lessons that reflect accommodations for individual student differences.
16. Present subject matter according to guidelines established by the New Jersey Department of Education, board policies, and administrative regulations.

17. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
18. Conduct ongoing assessments of student achievement through formal and informal testing.
19. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.

### **Student Management**

20. Apply and enforce student discipline in accordance with the Student Code of Conduct; appropriate student handbook and band code of conduct regulations.
21. Accompany and supervise students on out-of-town trips.
22. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

### **Communication**

23. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
24. Maintain professional relationship with colleagues, students, parents, and community members.