

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Assistant Instrumental Music Instructor

QUALIFICATIONS:

1. Bachelor's degree in Instrumental Music Education
2. Valid Iowa teaching certificate (Music)
3. Successful teaching experience preferred
4. Program must have one Brass Specialists – one Woodwind Specialists between the two positions

REPORTS TO: Building Principal

JOB GOAL: To facilitate a well-rounded learning environment that develops a genuine Jazz 1 and Concert Band, assisting with the marching band and pep band, teaching brass and percussion lessons, Jazz Theory, and directing/accompanying student band members to outside festivals and performances.

PERFORMANCE RESPONSIBILITIES:

1. Assist with instruction/direction/rehearsing of marching band.
2. Coordinate and implement the summer band program
3. Prepare and audition drum major candidates for upcoming marching season
4. Appoint squad leaders and instruct them separately.
5. Design drill for marching band performances.
6. Choose or write music for each marching band show.
7. Lead marching band performances at all home football games
8. Lead the marching band in the homecoming parade and pep rally
9. Prepare recordings for color guard rehearsals
10. Instruct and guide current seniors in annual "Senior Show" (marching band)
11. Repair or replace broken drumline equipment (drumheads, carriers, sticks, cymbal straps, keyboard carts, rims, stands, mallets, auxiliary percussion)
12. Assist in the fitting and assigning of marching band uniforms
13. Prepare the practice and performance field
14. Choose or write music for Jazz 1
15. Compile jazz workbooks for each student with accompanying reference CD's
16. Audition interested students for a seat in one of two jazz bands
17. Audition interested students for a spot in one of three jazz combos
18. Direct Jazz 1 in high school concerts, as well as community functions and events throughout the Quad Cities
19. Direct Jazz 1 in 2-3 Jazz Festivals each year
20. Coordinate Northern Illinois University Jazz Ensemble visit/performance
21. Construct and implement an itinerary for that day
22. Record and compile audition CD's for All-State Jazz Band and others

23. Prepare and administer quizzes on jazz artists and jazz theory
24. Prepare semester exams
25. Conduct jazz sectional rehearsals every morning at 7:00
26. Conduct 3 jazz combos and accompany to community performances
27. Book Jazz 1 and jazz combos for performances outside the school district
28. Advertise/contact papers for upcoming performances
29. Create programs for performances
30. Choose and compile music folders for jazz combos
31. Set stage for performances
32. Run sound for performances
33. Accompany/chaperone jazz students on overnight festival trips
34. Accompany students chosen for all-state jazz band to IBA Convention in Des Moines
35. Choose appropriate music
36. Conduct "challenge" auditions for students wanting to advance
37. Formulate a seating/attendance set up
38. Repair/maintain all brass and percussion instruments
39. Conduct Concert Band in four school performances and one State Contest
40. Conduct Concert Band on one trip every two years
41. Conduct private lessons to all brass and percussion students
42. Select and implement appropriate method book for each student
43. Select the appropriate solo for each student
44. Host a local solo/ensemble contest at NSHS
45. Hire judges for that contest
46. Construct/implement contest schedule
47. Rehearse small ensembles for contest
48. Hire accompanists for State Solo Contest
49. Prepare list of possible trip destinations (full band department)
50. Choose trip destination, coordinate with touring companies
51. Coordinate fund-raisers for band students
52. Create individual student accounts for trip
53. Monitor and record money earned and/or payments for each account
54. Send out monthly payment reminders for each student
55. Select group of chaperones for trip
56. Complete all necessary paperwork for accommodations, transportation, performances, payments, and itineraries for trip.
57. Accompany students to State Solo/Ensemble Contest
58. Prepare and lead pep band at selected home basketball games
59. Choose or write music for pep band
60. Conduct mass band at NSHS Commencement Ceremony
61. Prepare individual students for All-State auditions
62. Accompany them to All-State Auditions
63. Accompany selected students to the All-State Festival
64. Prepare students for SEIBA Honor Band and Jazz Band auditions
65. Accompany selected students to SEIBA Honor Band Festival
66. Prepare and administer semester exams based on terms and computer assignments
67. Record computer assignment scores for each quarter

68. Create curriculum for Jazz Theory / Improvisation class
69. Supervise composition/arrangement projects
70. Contact copyright owners and request permission to copyright student compositions
71. Choose appropriate textbook and recordings/transcriptions for Jazz Theory/Improv class
72. Create series of standards and benchmarks for overall music curriculum
73. Coordinate a consistent, continuous curriculum with middle school band directors
74. Other duties as assigned

TERMS OF EMPLOYMENT: Twelve month year. Salary established by the Board.

EVALUATION:

Performance of this job will be evaluated per contract language.

Approved by: _____ Date: _____

Reviewed and agreed to by _____ Date: _____

(Incumbent)

(This job description contains only measurable performance responsibilities.)