

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: High School Instrumental Music Director

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 understanding for music and the fine arts through instrumental instruction. This includes directing Symphonic Band, Jazz II, Marching Band, and pep band, teaching woodwind lessons, teaching Music Theory, and directing/accompanying student band members to outside festivals and performances.

PERFORMANCE RESPONSIBILITIES:

1. Planning 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 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, stands, keyboard carts, rims, mallets, auxiliary percussion)
12. Coordinate the fitting and assigning of marching band uniforms
13. Prepare the practice and performance field
14. Choose music for Jazz II
15. Audition interested students for a seat in one of two jazz bands
16. Direct Jazz II in high school concerts
17. Direct Jazz II in 2-3 Jazz Festivals each year
18. Prepare semester exams
19. Advertise/contact papers for upcoming performances
20. Create programs for performances
21. Set stage for performances

22. Run sound for performances
23. Accompany/chaperone band and jazz students on overnight festival trips
24. Choose appropriate music
25. Conduct “challenge” auditions for students wanting to advance
26. Formulate a seating/attendance set up
27. Repair/maintain all woodwind instruments
28. Conduct Symphonic Band in four school performances and one State Contest
29. Conduct Symphonic Band on one trip every two years
30. Conduct private lessons to all woodwind students
31. Select and implement appropriate method book for each student
32. Select the appropriate solo for each student
33. Host a local solo/ensemble contest at NSHS
34. Hire judges for that contest
35. Construct/implement contest schedule
36. Rehearse small ensembles for contest
37. Hire accompanists for State Solo Contest
38. Prepare list of possible trip destinations (full band department)
39. Choose trip destination, coordinate with touring companies
40. Coordinate fund-raisers for band students
41. Create individual student accounts for trip
42. Monitor and record money earned and/or payments for each account
43. Send out monthly payment reminders for each student
44. Select group of chaperones for trip
45. Complete all necessary paperwork for accommodations, transportation, performances, payments, and itineraries for trip.
46. Accompany students to State Solo/Ensemble Contest
47. Prepare and lead pep band at selected home basketball games
48. Choose music for pep band
49. Conduct mass band at NSHS Commencement Ceremony
50. Prepare individual students for All-State auditions
51. Accompany them to All-State Auditions
52. Accompany selected students to the All-State Festival
53. Prepare students for SEIBA Honor Band and Jazz Band auditions
54. Accompany selected students to SEIBA Honor Band Festival
55. Prepare and administer semester exams based on terms and computer assignments
56. Record computer assignment scores for each quarter
57. Create series of standards and benchmarks for overall music curriculum
58. Coordinate a consistent, continuous curriculum with middle school band directors
59. Attend and coordinate Music Booster meetings and activities
60. Maintain and supervise Instrumental music department budget
61. Other duties as assigned

Breakdown of Monthly “visible” duties with students:

July/August

3 weeks lessons, marching band camp, etc before school starts

September/October

4 to 5 home football games
Homecoming Parade and pep rally
All State audition day

November

All state Festival
Northern Illinois Jazz Ensemble Clinic & concert
University of Iowa Band Extravaganza

December

Winter Concert (with Choirs)
Pep Bands (8-10 shared with other director) (through February)

January

SEIBA Honor Band Auditions and Festival (2 Saturdays)

February

Western Illinois University Jazz Festival or UNI Jazz Festival
University of Iowa Honor Band
Spring Concert
Local Solo and Ensemble Contest

March

SEIBA Jazz Festival
Swing Show and rehearsals
Quad City Honor Band (St. Ambrose)
Trip with both bands (every other year)

April

IHSMA Solo and Ensemble Contest

May

IHSMA Large Group Contest
Pops Concert and Awards
Graduation (full band without Seniors)

The instrumental music director “extra duty” jobs are so tied to the actual class work and lesson teaching that there is very little distinction between what is part of the teaching job and what is “extra”. To do the job correctly means hours of extra time outside the school day. In addition to the time spent with students, we listen to and choose appropriate music for the group, individual score study to be ready to work on the music in class, review of past rehearsals (recorded), and numerous other duties.

The Director has moved several duties around (along with back page pay) from previous director combinations. We feel that by focusing on our individual strengths and working with the appropriate advanced groups we are giving the students the best possible music education we can.

In addition, with my assistant being a brass specialist, my position must be a woodwind specialist in order to give lessons in the area of strength.

TERMS OF EMPLOYMENT:

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.)

3/13/03