

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Instrumental Music Director – High School

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 performance. 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 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.

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 drum line 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.

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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 our 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 Festival.
 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.
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59. Attend and coordinate Music Booster meetings and activities.
 60. Maintain and supervise Instrumental music department budget.
 61. 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).

3/13/03