

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Assistant 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 Jazz I 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 drum line equipment (drumheads, carriers, sticks, cymbal straps, stands, keyboard carts, rims, 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 I.
 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 I in high school concerts, as well as community functions and events throughout the Quad Cities.
 19. Direct Jazz I 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.
- Page 2 – Assistant Instrumental Music Director – High School
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 I 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 and Jazz Band auditions.
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).

3/13/03