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# ST. JOSEPH

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SCHOOL DISTRICT

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**Position Title:** High School Assistant Band Director

**Qualifications:**

**Required:** Bachelor's Degree in a Job-Related Area

**Preferred:** Appropriate Missouri State Teacher Certification

**FLSA:** Exempt

**Salary Schedule:** Extra-Duty

**Direct Report:** Band Director and High School Activities Director

**Terms of Employment:** As per Extra-Duty Assignment Letter

**Purpose:** The High School Assistant Band Director is performed for the purpose of assisting the Band Director with the marching bands season, festivals and competitions; symphonic band; solo and ensemble festivals. The Assistant Band Director also coordinates department events, including concerts, district and state competitions and festivals.

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**Essential Job Functions:**

- Attends work in a regular, reliable and punctual manner.
- Attends band department co-curricular events (e.g. pep band, jazz band, etc.) for the purpose of enhancing student and community experience.
- Attends and collaborates band participation at co-curricular events for the purpose of supporting, monitoring and directing students.
- Co-directs marching band and symphonic band (e.g. leading woodwinds sectional, etc.) for the purpose of giving individualized instruction to students.
- Coordinates with band director on band department marching events (e.g. color guard, winter guard, drum line, etc.) for the purpose of enhancing student and community experiences.
- Creates an environment conducive to learning for the purpose of physical, social and emotional development of students.
- Develops and coordinates off season activities for the purpose of constantly improving student skills.
- Evaluates student performing groups for the purpose of giving valuable feedback and critique of the performances.
- Manages and coordinates with staff for the purpose of creating a positive culture within the department.

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- Manages the equipment for the purpose of making sure all items required for the event are accounted for.
- Prepares students for District and State auditions and competitions for the purpose of setting students up for success, while following MSHSAA guidelines.
- Schedules individual or group sessions (e.g. solo, small ensemble, etc.) for the purpose of individualized instruction to enhance student skill level.
- Selects music for performances for the purpose of selecting challenging and appropriate level of material.
- Supervises students at any extra-curricular events for the purpose of ensuring proper student behavior in accordance with Board policies.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Employee Behavior and Conduct:**

District employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact, both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest, and respectful.