Job Title: Band Director

Reports to: Principal

Dept./School: Assigned Campus

Primary Purpose:

Direct and manage the overall program of instrumental music for the district. Provide students with an opportunity to participate in extracurricular band activities and ensure compliance with all state, University Interscholastic League (UIL), and district requirements. Plan activities to achieve district, region, and state recognition.

Qualifications:

Education/Certification:
Bachelor's degree from an accredited college or university
Valid Texas teaching certificate

Special Knowledge/Skills:
Knowledge of overall operation of instrumental music program
Ability to manage budget and personnel
Knowledge of state and UIL policies governing band
Ability to implement policy and procedures
Ability to interpret data
Strong communication, public relations, and interpersonal skills

Experience:
Three years teaching and band directing experience

Major Responsibilities and Duties:

Program Planning

1. Direct high school instrumental performers, including marching band, orchestra, concert band, soloists, and ensembles.

2. Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in band.

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3. Provide for band participation at extracurricular events, including concerts, football games, pep rallies, parades, and UIL activities.

4. Arrange transportation, lodging, and meals for out-of-town events.

5. Comply with federal and state laws, State Board of Education rule, UIL rules, and board policy in the band area.

6. Support band booster club activities.

7. Obtain and use evaluative findings (including student achievement data) to determine program effectiveness and ensure that program renewal is continuous and responds to student needs.

8. Recommend policies to improve program.

Budget and Inventory

9. Ensure that programs are cost-effective and funds are managed wisely.

10. Compile budgets and cost estimates based on documented program needs.

11. Coordinate fundraising activities and manage funds.

12. Maintain current inventory of all fixed assets within department.

13. Oversee process of cleaning, repairing, and storing all band equipment.

Instruction

14. Develop and implement plans for instrumental music program and show written evidence of preparation as required.

15. Prepare lessons that reflect accommodations for individual student differences.

16. Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.

17. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.

18. Conduct ongoing assessments of student achievement through formal and informal testing.

19. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.

Student Management

20. Apply and enforce student discipline in accordance with the Student Code of Conduct and student handbook.

21. Accompany and supervise students on out-of-town trips.

22. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Communication

23. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.

24. Maintain professional relationship with colleagues, students, parents, and community members.

Personnel Management

25. Assist with recruitment, selection, training, supervision, and evaluation of assistant band directors.

Supervisory Responsibilities:

Monitor the performance of assistant band director.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress. Frequent district and occasional statewide travel; prolonged and irregular hours; outdoor and indoor work; exposure to sun, heat, cold, and inclement weather.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature: _____ **Date:** _____