

## Argyle ISD

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**Job Title:** Assistant Band Director      **Exemption Status/Test:** Exempt/ Professional

**Reports to:** Principal/Director of Bands      **Date Revised:** 02/18/2022

**Dept./School:** Argyle High School

### **Primary Purpose:**

Assist in management of the band program. Provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth and provide an opportunity to participate in band. Ensure compliance with all federal, state, University Interscholastic League (UIL), and local requirements.

### **Qualifications:**

#### **Education/Certification:**

- Bachelors' degree
- Valid Texas Teacher Certificate.
- Demonstrated competency on a musical instrument.

#### **Special Knowledge Skills:**

- Knowledge of overall operation of a band program
- Knowledge of curriculum and instruction
- Knowledge of state and UIL policies and rules.
- Ability to develop budgets and manage funds
- Ability to instruct students and manage their behavior
- Ability to interpret data
- Strong communication, public relations, and interpersonal skills

### **Experience:**

- Student teaching or internship experience.

### **Major Responsibilities and Duties:**

#### **Instructional Strategies**

- Direct and implement curriculum for the Symphonic Band.
- Team-teach large ensembles throughout the day on both High School and Middle School campuses.
- Assist with instruction for all band students, including marching band, concert band, soloists, and ensembles.

- Assist in establishing performance requirements, enforce academic requirements, and verify each student's eligibility to participate in band.
- Provide for band participation at extracurricular events, including concerts, football games, pep rallies, parades, and UIL.
- Support band booster club activities.
- Assist with development and implementation plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for individual student differences.
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned. Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.
- Work with Middle School campus directors on a daily basis, including teaching one or two sections of beginner classes. Ensuring the use of instruction and learning strategies that align to those for the band cluster.
- Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
- Work with other members of the staff to determine instructional goals, objectives, and methods according to district requirements.
- 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.
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned. Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.
- Work with other members of the staff to determine instructional goals, objectives, and methods according to district requirements.

### **Student Growth and Development**

- Conduct ongoing assessments of student achievement through formal and informal testing.
- Be a positive role model for students and support the mission and vision of the band program and district.

### **Classroom Management and Organization**

- Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student discipline in accordance with the Student Code of Conduct and student handbook.
- Accompany and supervise students on out-of-town trips activities and assist in arranging transportation, lodging, and meals for out-of-town events.

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

### Communication

- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

### Budget and Inventory

- Assist in administration of budget based on documented program needs and ensure that operations are cost effective and funds are managed wisely.
- Coordinating fundraising activities and manage funds.
- Assist in maintaining the current inventory of all fixed assets related to the program.
- Maintain current inventory of all fixed assets related to the program.
- Oversee cleaning, repairing, and storing of all instruments and equipment.
- Compile, maintain, and file all reports, records, and other documents required.

### Professional Growth and Development

- Participate in staff development activities to improve job-related skills.
- Attend and participate in faculty meetings and serve on staff committees as needed.
- Comply with federal and state laws, State Board of Education rule, UIL rules, and board policy in the band area.

### Other

- Follow district safety protocols and emergency procedures.
- Assist with the development and management of the private lesson program.

### Working Conditions:

**Tools/Equipment Used:** Personal computer and peripherals; standard instructional equipment; standard outdoor rehearsal equipment; automated external defibrillator (AED)

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking/marching

**Lifting:** Regular moderate lifting and carrying (15–44 pounds); may lift and move musical instruments

**Environment:** Work outside and inside; exposure to extreme temperatures (hot, cold, and inclement weather), humidity, and prolonged sunlight; work on uneven or slippery surfaces; frequent exposure to noise

**Mental Demands:** Maintain emotional control under stress; work prolonged or irregular hours; frequent district and statewide travel

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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. I have read, understand and attest to the above description and funding relating to my daily activities.

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Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_