

Job Description

Position Title	Extra Band Activities		
Building	District	Department	Athletics/Activities
Hours	Fall Winter Spring	Supervisor	Activities Director/ High School Principal
Band and Grade/Schedule Placement	IA	Tools and Equipment	Computer, laptop, iPad, applicable software, phone, equipment, microphones, stage lights and sound system, and other equipment needed for the activity being coached or advised

Primary Function	Perform, instruct, organize, and fulfill extra band duties that fall outside of the normal instructional day.
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Essential Duties	
1	Schedule and facilitate Pep band schedule that includes a minimum of 15 events/nights. In addition to regular events, it is expected that pep band performs at coronation, homecoming parade, and will travel to perform at section and state contests where applicable.
2	Schedule and facilitate Jazz Band practice and perform concerts as agreed upon by the Band Director and Activities Director.
3	Schedule and facilitate 4 high school Concerts per year (or agreed upon by the Band Director and Activities Director/High School Principal)
4	Provide and facilitate lessons
5	Prepare for and attend Section Large Group Contest
6	Schedule and facilitate Solo and Ensemble contest for both senior high and junior high students.
7	Schedule and facilitate a multi-day trip every other year
8	Schedule and facilitate honor band opportunities for students
9	Assist with beginner band nights
10	Facilitate student fundraising for travel opportunities
11	Present Senior Award night awards
12	Schedule, facilitate, and perform Homecoming parade and pep fest and Memorial Day services in communities within our school district.
13	Schedule, facilitate, and perform at Graduation yearly.

14	Other relevant duties as assigned
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Minimum Qualifications	<ul style="list-style-type: none"> All requirements as outlined in conjunction with teaching position of the band program.
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Knowledge Required	<ul style="list-style-type: none"> Must be familiar with the rules and regulations of the activity. Knowledge of District and State High School League procedures, policies and organization as it pertains to extracurricular activities. Knowledge of individual activity policies and procedures as applies to administration. Knowledge of the principles, practices, and techniques of supervision. Knowledge of safety procedures.
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Skills Required	<ul style="list-style-type: none"> Skill in conducting public relation activities, events and public presentations. Public speaking skill a plus. Skill in fund raising – working with Booster Clubs. Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to provide and receive work direction.
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Physical Activities/ Requirements	<p>Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</p>
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