



Job Title: Assistant Band Director and Choir Co-Director **Exemption Status:** Exempt
Reports to: Principals **Code:**
Dept./School: High School and Middle School

Primary Purpose:

Assist the overall program of instrumental and co-manage the vocal 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 UIL policies governing band
Ability to implement policy and procedures
Ability to interpret data
Strong communication, public relations, and interpersonal skills

Major Responsibilities and Duties:

Program Planning

1. Assist with directing instrumental performers, including marching band, concert band, soloists, and ensembles.
2. Provide performance requirements, enforce academic requirements, and verify each student's eligibility to participate in band and/or choir.
3. Assist band director to provide for band participation at extracurricular events, including concerts, football games, pep rallies, parades, and UIL.
4. Provide for choir participation at extracurricular events including concerts, contests, and UIL activities.
5. Arrange transportation, lodging, and meals for out-of-town events.
6. Comply with federal and state laws, State Board of Education rule, UIL rules, and board policy in the band and choir areas.

7. Support band and choir booster club activities (if applicable).
8. 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.
9. Recommend policies to improve program.

Budget and Inventory

10. Assist with development and administration of the budget based on documented program needs and ensure that operations are cost effective and funds are managed wisely.
11. Compile, maintain, and file all reports, records, and other documents required.
12. Coordinate fundraising activities and manage funds.
13. Maintain current inventory of all fixed assets related to the program.
14. Oversee cleaning, repairing, and storing of all instruments and equipment.

Instruction

15. Develop and implement plans for instrumental and vocal music program and show written evidence of preparation as required.
16. Prepare lessons that reflect accommodations for individual student differences.
17. Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.
18. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
19. Assist with ongoing assessments of student achievement through formal and informal testing.
20. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.

Student Management

21. Manage student discipline in accordance with the Student Code of Conduct and student handbook.
22. Accompany and supervise students on out-of-town trip activities and arrange transportation, lodging, and meals for out-of-town events.
23. Take all necessary and reasonable precautions to protect students, equipment, material, and facilities.

Communication

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

Other

25. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional 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

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.