



San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title: Director of Band

Exemption Status: Exempt

Reports to: Principal

Pay Grade: 06

Works with: Students/Staff/Parents

Days: 226

Dept./School: High School

Date Revised: 06/17/2020

Primary Purpose:

Direct and manage the instrumental music and band program at assigned the campus. 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 extracurricular band. Enable students to develop competencies and skills to function successfully in society.

Prerequisites:

- Bachelor's degree;
- Valid Texas All-Level Music teaching certificate;
- Current automatic external defibrillator (AED) certificate; and
- Five years as a 4-A, 5-A, or 6-A Head Director or Assistant Director.

Special Knowledge/skills:

- Knowledge of overall operation of instrumental music program
- Knowledge of curriculum and instruction
- Knowledge of state and UIL policies governing band
- Ability to manage budget and personnel

Major Responsibilities and Duties:

1. Direct and coordinate all instrumental performers, including marching band, orchestra, concert, band, soloists, and ensembles district wide.
2. Works with secondary principals in coordinating classes and performances for the entire instrumental music program.
3. Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in band.
4. Provide for band participation at extracurricular events, including concerts, football games, pep rallies, parades, and UIL.
5. Support band booster club activities.
6. Develop and implement 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.

7. 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.
8. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
9. Work with other member of the staff to determine instructional goals, objectives, and methods according to district requirements.
10. 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.
11. Conduct ongoing assessments of student achievement through formal and informal testing.
12. Be a positive role model for students and support mission of the school district. Classroom Management and Organization.
13. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
14. Manage student discipline in accordance with the Student Code of Conduct and student handbook.
15. Accompany and supervise students on out-of-town trips activities and arrange transportation, lodging, and meals for out-of-town events.
16. Take all necessary and reasonable precautions to protect students, equipment, materials; and facilities. Communication.
17. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.
18. Prepares and submits an annual budget, approve all purchase orders and expenditures for the program.
19. Develop and administer budget based on documented program needs and ensure that operations are cost effective and funds are managed wisely.
20. Coordinate fundraising activities and manage funds.
21. Maintain current inventory of all fixed assets related to the program.
22. Oversee cleaning, repairing, and storing of all instruments and equipment.
23. Compile, maintain, and file all reports, records, and other document required for Professional Growth and Development.
24. Participate in staff development activities to improve job-related skills.
25. Attend and participate in faculty meetings and serve on staff committees as required.
26. Comply with federal and state laws, State Board of Education rule, UIL rules, and board policy in the

band area.

27. Assist with recruitment, selection, training, supervision, and evaluation of marching performing.
28. Makes staffing and re-assignment recommendations district wide.
29. Directs the Marching Band and Wind Ensemble.
30. Directs and supervises all instrumental music staff district wide.
31. Monitor the performance of assistant band director.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____