HIGHLAND PARK ISD

Office *of* Human Resources

Job Title: Head Band Director

Exemption Status/Test: Exempt/Executive or Administrator in an Educational Establishment

Reports to: Campus Principal

Pay Grade/Days: Teacher/207 Days

Dept./School: High School

Date Revised: April 2025

PRIMARY PURPOSE:

Direct and manage the 6-12 band program assigned to the campuses. 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 an extracurricular band. Enable students to develop competencies and skills to function successfully in society and have a band experience that is second to none.

QUALIFICATIONS:

Education/Certification:

Master's degree preferred (must be earned within 7 years of employment)
Bachelor's degree from an accredited college or university
Valid Texas teaching certificate
Demonstrated competency in instrumental music
Current first aid, cardiopulmonary resuscitation (CPR), and automatic external defibrillator (AED) certificate

Knowledge/Skills/Abilities:

Knowledge of the overall operation of an instrumental music program
Knowledge of curriculum and instruction
Knowledge of state, UIL, and PML policies governing band
Ability to manage budget and personnel
Ability to instruct students and manage their behavior
Ability to interpret data
Strong communication, public relations, and interpersonal skills

Experience:

Three years of teaching and band directing experience
Experience as a head director preferred

MAJOR RESPONSIBILITIES AND DUTIES:

Instructional Strategies

1. Direct instrumental performers, including marching band, concert band, soloists, color guard, and ensembles.
2. Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in band.

3. Provide for band participation at extracurricular events, including concerts, football games, pep rallies, parades, and UIL.
4. Support booster club activities, work collaboratively with parents for the benefit of the band and all fine arts programs.
5. Develop and implement plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation and mastery as required. Prepare lessons that reflect accommodations for individual student differences.
6. 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, UIL, and administrative regulations.
7. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
8. Work with other members of the staff to determine instructional goals, objectives, and methods according to district requirements.
9. 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.

Student Growth and Development

10. Conduct ongoing assessments of student achievement through formal and informal testing.
11. Be a positive role model for students and support the mission of the school district.

Classroom Management and Organization

12. Create an environment conducive to learning and appropriate for the physical, social, and healthy emotional development of students and staff.
13. Manage student discipline in accordance with the Student Code of Conduct and student handbook.
14. Accompany and supervise students on all trips and activities and arrange transportation, lodging, and meals for out-of-town events.
15. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
16. Conduct conferences about student and school issues with parents, students, and teachers.

Communications

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

Budget and Inventory

18. Develop and administer a budget based on documented program needs and ensure that operations are cost-effective and funds are managed wisely.
19. Coordinate fundraising activities and manage funds.
20. Maintain a current inventory of all fixed assets related to the program.
21. Oversee cleaning, repairing, and storing of all instruments and equipment.
22. Compile, maintain, and file all reports, records, and other documents required.

Professional Growth and Development

23. Participate in staff development activities to improve job-related skills.

24. Attend and participate in faculty meetings and serve on staff committees as required.
25. Comply with federal and state laws, State Board of Education rules, UIL rules, and Board policy.

Personnel Management

26. Assist with recruitment, selection, training, supervision, retention, and evaluation of 6-12 band directors and programs.

Other

27. Follow district safety protocols and emergency procedures.
28. Adhere to the expectations of the School Principal and the K-12 Fine Arts Director.
29. Work with 6-12 band directors on instructional and programmatic alignment in grades 6-12.

Supervisory Responsibilities:

Guidance and supervision of assistant band directors.

Mental Demands/Physical Demands/Environmental Factors:
Tools/Equipment Used: Standard office equipment including personal computer and peripherals. Personal computer and peripherals; standard instructional equipment; automated external defibrillator (AED)
Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting
Motion: Repetitive hand motions; frequent keyboarding and use of mouse; frequent walking/marching
Lifting: Regular moderate lifting and carrying (15–50 pounds); may lift and move musical instruments
Environment: May work prolonged or irregular hours; 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; frequent district and statewide travel

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The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____