

JOB DESCRIPTION

DEPARTMENT:	MUSIC
JOB TITLE:	MIDDLE SCHOOL ASSISTANT BAND DIRECTOR
REQUIREMENTS:	
A. Education Level:	Bachelor's degree
B. Experience Desired:	Middle school band teaching/student teaching experience
C. Physical Requirements:	This position requires constant hand-eye and mind-eye coordination, hearing; intermittent repetitive motions with the wrists, hands and fingers, sitting, walking, talking, and keyboarding. The position requires frequent lifting, bending, stooping, pulling, speaking, turning, grasping and carrying.
D. Other Requirements:	Proficiency on wind, percussion and keyboard instruments. Strong organization, communication and interdisciplinary skills. Demonstrated ability to follow Board policy.
REPORTS TO:	Principal, Coordinator of Fine Arts Fine Arts Coordinator
RECEIVES GUIDANCE FROM:	Fine Arts Coordinator
DATE:	Revised July 2002

ESSENTIAL FUNCTIONS AND DUTIES:

1. Assists in the preparation of two major concerts per band group each year.
2. Prepares students to participate in band contests.
3. Assists in the maintenance of the building's ensemble library and district band library.
4. Assists in the maintenance of a current inventory of band instruments including the name/address/phone/parents of user.

5. Assists in combined band rehearsals.
6. Works with the other members of the department to coordinate activities of the band department.
7. Meets with the Fine Arts Coordinator on curriculum, calendar, equipment, maintenance, schedules, music library and district budget needs.
8. Assists in the area of elementary/middle school band festival.
9. Coordinates rehearsal/performance room usage with the other music directors and the Fine Arts Department Chair.
10. Performs other duties as assigned.

WORKING CONDITIONS:

A.	<u>Inside</u> Classroom Auditorium/Gym	<u>Outside</u> Outdoor Concerts	<u>Both</u> Community Performances
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B. Climatic Environment:
Possibly exposed to extremes of temperature. Occasionally subjected to extreme noise, odors, mists, dust and poor ventilation.

C. Hazards
Possible exposure to communicable diseases. Travel between locations will cause exposure to hazardous driving and walking conditions.

D. Work Year:
Extra duty/extra pay positions are for a fiscal year (July 1 - June 30). Duties of the position may be performed any time during that time period depending upon the position/season.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date