

JOB DESCRIPTION

DEPARTMENT: MUSIC

JOB TITLE: HIGH SCHOOL BAND DIRECTOR

REQUIREMENTS:

A. Education Level: Master's degree

B. Experience Desired: Three years' band instruction

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 and percussion instruments. Must exhibit successful leadership, organization, public relations and business skills. Ability to write and interpret marching band shows. Demonstrated ability to follow Board policy.

REPORTS TO: Principal, Coordinator of Fine Arts

RECEIVES GUIDANCE

FROM: Coordinator of Fine Arts, Department Chair

DATE: Revised June 2005

ESSENTIAL FUNCTIONS AND DUTIES:

1. Prepares two major concerts per band each year, participates in two marching band competitions/parades/festivals and the region contests.
2. Prepares students for participation in homecoming and Booster Club activities.
3. Supervises and maintains the building band music library and contributes to the maintenance of the district library.
4. Organizes and shares in the conducting responsibilities of the pep band's performances at 10 athletic events per year.
5. Prepares the marching band for performances at all home football games.
6. Prepares students for auditions, rehearsals and performances of All State Band and All State Jazz Band.
7. Rehearses band sectionals, combined bands, and group lessons.
8. Organizes the marching band spat camp and marching season including the use and monitoring of percussion, wind and flag clinicians.
9. Maintains a current inventory of band instruments including the name/address/phone/parents of user.
10. Coordinates the performances of jazz band and other instrumental ensembles.

11. Maintains a current band uniform inventory including the name/address/phone/parents of the user.
12. Biannually works with the theater, orchestra and vocal directors on the preparation and presentation of a music theater production.
13. Collects and processes data for awards program.
14. Serves on the Festival of Bands USA Board of Directors.
15. Meets with the Fine Arts Coordinator on curriculum, calendar, travel, equipment, maintenance, schedules, music library and district budget needs.
16. Works with the other members of the department to coordinate all activities of the band department.
17. Advises and monitors all Band Booster activities.
18. Organizes fund raising activities on rotation, according to Board Policy, for an out of state trip.
19. Performs other duties as assigned.

WORKING CONDITIONS:

A.	<u>Inside</u> Band Room Auditorium Gymnasium	<u>Outside</u> Football field Streets Travel	<u>Both</u>
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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 period depending upon the position/season.

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

Signature

Date

Print Name