

JOB DESCRIPTION

DEPARTMENT: FINE AND PERFORMING ARTS

JOB TITLE: MIDDLE SCHOOL 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 in wind, percussion and keyboard instruments. Strong organization, communication, and interdisciplinary skills. Demonstrated ability to follow Board policy.

REPORTS TO: Principal, Coordinator of Fine Arts

RECEIVES GUIDANCE FROM: Coordinator of Fine Arts

DATE: Revised July 2002

ESSENTIAL FUNCTIONS AND DUTIES:

1. Prepares two major band concerts per year and up to six ensemble concerts each year.
2. Organizes and coordinates an area elementary/middle school band festival.
3. Prepares students for participation in band contests.
4. Prepares students for participation in other school sponsored performances.

5. Supervises and maintains the building band ensemble library and contributes to the maintenance of the district library.
6. Rehearses band sectionals, combined bands and individual/small group instruction.
7. Rehearses a band ensemble twice a week for a minimum of 80 minutes.
8. Works closely with the orchestra director on the scheduling of rehearsals and performances of wind players.
9. Organizes the use of guest clinicians/soloists/conductors.
10. Maintains a current inventory of band instruments including the name/address/phone/parents of user.
11. Coordinates the performances of the band ensembles.
12. Meets with the Fine Arts Coordinator on curriculum, calendar, equipment, maintenance, schedules, music library and district budget needs.
13. Works with the other members of the department to coordinate all activities in the band department.
14. Organizes field trips to the area elementary schools.
15. Organizes a parent appreciation and student recruitment activities.
16. Coordinates rehearsal/performance room usage with the other music directors and the Fine Arts Department Chair.
17. Performs other duties as assigned.

WORKING CONDITIONS:

A.	<u>Inside</u> Classroom Auditorium/Gym	<u>Outside</u> Outdoor Concerts Buses	<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

