

**Policy GFBDAE: Job Description High School Assistant Band Director**

**Status:** DRAFT

**Original Adopted Date:** 09/15/2008 | **Last Reviewed Date:** 09/15/2008

**Job Description: High School Assistant Band Director**

**QUALIFICATIONS:**

1. A Bachelors Degree in education or Para-Professional credentials in compliance with MSHHSAA.
2. A valid Mississippi teaching certificate in compliance with MSHHSAA.
3. Strong communication, both oral and written skills are required.
4. Strong interpersonal skills are required to establish and maintain effective working relationships with staff, students, parents and members of the community.
5. Thorough knowledge of musical instruments and band director practices and procedures.
6. Thorough knowledge of the principles and methodology of effective teaching.
7. Possess and maintain a valid driver's license.
8. Any other qualifications deemed appropriate by the Board.
9. Ability to lift, carry, push, pull 25-50 pounds.

**REPORTS TO:**

High School Principal

High School Band Director

**PERSONNEL REPORTING TO THIS POSITION:**

Assistant Dance /

Flag Director

Band Technicians

**JOB GOAL:**

This position is responsible for assisting the Band Director in establishing and leading a successful high school Marching Band and Concert Band. This position shall set an example of an exceptional professional educator and be ever mindful that both Director and student represent the Jackson County School District and are expected to conduct themselves in an exemplary manner.

This position supports the Band Director(s) in developing and leading a successful high school Marching Band and Concert Band program. The individual in this role is expected to model the highest standards of professional conduct and remember that both the Director and students represent the Jackson County School District. Exemplary behavior and professionalism are required at all times.

This position shall be responsible for assisting the Band Director in the development of an entertaining marching and concert band but also, the development of self-discipline, character, teamwork, leadership, citizenship, responsibility, academic excellence and the molding of the leaders of tomorrow's society. The primary duties of the person holding this position will be to assist the Band Director to instruct and manage the high school instrumental music program; promote school spirit through musical performances; and encourage student participation.

**AREAS OF RESPONSIBILITY:**

1. To assist with public performances
2. To assist with band practice and activities
3. To assist with student conduct and discipline
4. To assist with band equipment & music library maintenance
5. To assist with student participation and morale
6. To assist with public relations
7. To assist with student welfare
8. To assist with student eligibility

**JOB DUTIES:**

1. To assist Band Director to instruct and plan the high school instrumental music program.
2. To assist Band Director to maintain and purchase instruments, music library, equipment and facilitates repair services when needed.
3. To assist Band Director to ensure proper conduct and discipline of all student members of the band.
4. To assist Band Director to establish and maintain rapport with students and encourages student participation.
5. To assist Band Director to motivate students to achieve maximum potential.
6. To assist Band Director to provide opportunities for and support student involvement in the promotion of school spirit
7. To assist Band Director to takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
8. To assist Band Director to works collaboratively with staff, families, and community resources.
9. To assist Band Director to organize and lead appropriate summer practices to prepare for school year activities and football season.
10. To assist Band Director to organize and lead after school practice sessions beginning on the first day of school for the Fall Semester continuing through the final football game of the season.
11. To assist Band Director to prepare an entertaining halftime show for fall football games consisting of marching and music that are consistent with community standards.
12. To assist Band Director to coordinate publicity for band activities, notifying proper staff member of all activities scheduled by the group.
13. To assist Band Director to coordinates the Friday night football program in conjunction with the High School Principal, Athletic Director and Cheerleader Sponsor including pre-game, post-game and game time activities.
14. To assist Band Director to ensure band participation at athletic pep rallies.
15. To assist Band Director to ensure band participation at away football games.
16. To assist Band Director to ensure band performs the following at all home football games: Star Spangled Banner, Half-Time performance on the field, Band participation in bleachers during the game with a break during the third quarter
17. To assist Band Director to ensure band performs in appropriate district and high school music Festivals.
18. To assist Band Director to ensure band performs a winter music concert, spring music concert, and at graduation exercises.
19. To assist Band Director to ensure student band members are uniformly dressed for all public appearances.
20. To assist Band Director to interact with the Middle School Band Director to ensure consistency in instructional achievement between the school levels.
21. Rides bus for away football games.
22. To assist Band Director to maintain a clean and organized band hall.
23. To assist Band Director to maintain compliance with all rules and regulations of the Mississippi High School Activities Association.
24. To assist Band Director to comply with and support all school district regulations and policies.
25. Be punctual and conscientious in school attendance and participate in school-related functions as assigned by the High School Principal and High School Band Director.
26. Perform all other duties and responsibilities assigned by the High School Principal and High School Band Director.

#### **TERMS OF EMPLOYMENT:**

To be employed 9 months per year. Salary and work year to be established by Board policy GGBB.

#### **EVALUATION:**

Performance in this position will be evaluated annually by the High School Principal and High School Band Director.

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