**Director of Music and THS Band**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Superintendent (Primary)

\*THS Principal(s) (Secondary)

\*PDAS to be completed by THS administrator

**Dept/Campus:** High School **Paygrade:** Pro-5

**Wage/Hour Status:** Exempt **Date Revised:** December 2014

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

Direct and manage the overall music program for the district. Provide students with an opportunity to participate in music education/extracurricular band activities and ensure compliance with all state, University Interscholastic League (UIL), and district requirements. Plan activities to achieve district, region, and state recognition.

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor s degree from an accredited college or university

Master’s degree preferred

Valid Texas teaching certificate

Must be certified in CPR, first aid and AED

**Special Knowledge/Skills:**

Knowledge of overall operation of instrumental music program

Ability to manage budget and personnel

Knowledge of state and UIL policies governing band

Ability to interpret policy, procedures, and data

Strong communication, public relations, and interpersonal skills

**Experience:**

Three years teaching and band directing experience

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Direct high school instrumental performers, including marching band, orchestra, concert band, soloist, 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 activities.
4. Arrange transportation, lodging, and meals for out-of-town events.
5. Comply with federal and state laws, State Board of Education rule, UIL rules, and board policy in band area.
6. Support band booster club activities.
7. 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.
8. Recommend policies to improve program.
9. Ensure that programs are cost effective and funds are well-managed.
10. Compile budgets and cost estimates based on documented program needs.
11. Coordinate fundraising activities and manage funds.
12. Maintain current inventory of all fixed assets within department.
13. Oversee process of cleaning, repairing, and storing all band equipment.
14. Develop and implement plans for instrumental music program and show written evidence of preparation as required.
15. Prepare lessons that reflect accommodations for individual student differences.
16. Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
17. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
18. Conduct ongoing assessments of student achievement through formal and informal testing.
19. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
20. Apply and enforce student discipline in accordance with Student Code of Conduct and student handbook.
21. Accompany and supervise students on out-of-town trips.
22. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
23. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
24. Maintain professional relationship with colleagues, students, parents, and community members.
25. Assist with recruitment, selection, training, supervision, and evaluation of assistant band directors and music staff.

**SUPERVISORY RESPONSIBILITIES:**

Monitor the performance of assistant band directors, music teachers and other staff assigned to performing arts.

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands:**

Ability to communicate effectively (verbally and written); ability to instruct and model desirable skills and attitudes; ability to remain productive and maintain control under stress; ability to supervise others in a non-coercive manner; maintain a clear focus on customer service

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facilities. Duties also typically include considerable walking, standing, stooping, bending, and moderate lifting/transport of up to 50lbs. Work performed outside (exposure to sun, heat, cold, and inclement weather) and inside. Frequent district wide and statewide travel; Frequent prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date