



# METROPOLITAN SCHOOL DISTRICT OF LAWRENCE TOWNSHIP

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## JOB DESCRIPTION

**Title:** Assistant Band Director

**Qualifications:**

**Reports to:** Building Principal

### Performance Responsibilities:

- Applicants should have a strong background teaching instrumental music.
- Applicant will be a part of the MPLT (Marching Pride of Lawrence Township) as one of the lead band directors
- Duties could include, but may not be limited to, conducting and administering jazz ensemble, show choir back up bands, pep band, and concert bands.
- Assist in providing instruction and leadership to concert band, jazz band and auxiliary color guard members who are required to attend extra rehearsals, pep band, concerts, contests, and other performances as a part of their course requirements.
- Additional duties may include teaching additional elective courses.
- Assist in administering the school's band program. Assistant with the coordination and correlation of Elementary and Middle School band programs with that of the high school.
- Plans a balanced music program and organizes daily class time so that preparation, rehearsal and instruction can be accomplished within the allotted time.
- Provides individual and small group instruction in order to adapt the curriculum to the needs of each pupil.
- Maintain standards of student behavior in the classroom, during after school practices, and performances to provide an orderly and productive teaching and learning environment.
- Assist in controlling the storage and use of school-owned property; makes minor adjustments and requests repairs to instruments as required.
- Establishes and maintains within Board Policy and Administrative procedures, standards of pupil behavior that will provide an orderly productive environment during rehearsals and performances.
- Evaluates each pupil's musical growth and performance, assessing each individual's contribution to the performance of the group.
- Work with head band director to select and requisition music, musical instruments and instructional aides and maintains required inventory records.
- Communicates with parents on individual student progress.
- Assist in selecting costumes/uniforms, obtaining or develop choreography and props for performances and contests, assisting in advertising/marketing components, coordinating parent and volunteer meetings and travel as needed or directed by the Coordinator of Performing Arts.
- Provides musical programs for a variety of school events and civic functions at the request of the supervising Principal and/or Superintendent.
- Participates in those functions and activities as described in the regular teacher job description.
- Maintains a professional awareness of current literature relating to assignment, including working knowledge of state and federal law, Board policy and Administrative regulations.
- Obtains approval from the Principal for all fund raising activities.
- Obtains Principal's approval in advance for all trips and contests.