



Job Title: Teacher-MS Assistant Band Director

Wage/Hour Status: Exempt

Reports To: Principal, Exec Dir. of Fine Arts

Pay Grade: Teacher, Librarian, Nurse (RN)

Dept./School: Craig MS

Revised: 06/25/2025

Primary Purpose:

Assist and manage the band program at the assigned campus. Provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth and provide an opportunity to participate in extracurricular band. Enable students to develop competencies and skills to function successfully in society.

Qualifications:

Education/Certification:

Bachelor's degree from an accredited college or university
Valid Texas teaching certificate in Music
Demonstrated competency in instrumental music
Current certification in CPR/Safety Training

Special Knowledge/ Skills:

Knowledge of overall operation of instrumental music program
Knowledge of curriculum and instruction
Knowledge of state, TMEA, and UIL policies governing band
Ability to manage budget and personnel
Ability to instruct students and manage their behavior
Ability to interpret data
Strong communication, public relations, and interpersonal skills

Experience:

One year student teaching or approved internship and 3 years of successful band directing experience is preferred.

Performance Responsibilities and Duties:

Instructional Strategies

1. Assist and direct instrumental performers, including concert band, soloists, and ensembles specific to each campus. Assist and support the high school band program as needed.
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, community events, and UIL competitions.
4. Support band booster club activities.
5. Develop and implement plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for individual student differences.
6. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned. Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.
7. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
8. Work with other members of the staff to determine instructional goals, objectives, and methods according to district requirements. Encourage participation in UIL and TMEA events for students and staff.
9. 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.

Student Growth and Development

10. Conduct ongoing assessments of student achievement through formal and informal testing.
11. Be a positive role model for students and support the mission of the school district.

Classroom Management and Organization

12. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
13. Manage student discipline in accordance with the Student Code of Conduct and student handbook.
14. Accompany and supervise students on out-of-town trips activities and arrange transportation, lodging, and meals for all events.
15. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Communication

16. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

Budget and Inventory

17. Assist and administer budget based on documented program needs and ensure that operations are cost effective and funds are managed wisely.
18. Coordinate fundraising activities and manage funds.
19. Maintain current inventory of all fixed assets related to the program.
20. Oversee cleaning, repairing, and storing of all instruments and equipment.
21. Compile, maintain, and file all reports, records, and other documents required.



Professional Growth and Development

- 22. Participate in staff development activities to improve job-related skills.
- 23. Attend and participate in faculty meetings and serve on staff committees as required.
- 24. Comply with federal and state laws, State Board of Education rule, UIL rules, TMEA rules, and board policy in the band area.
- 25. Follow district safety protocols and emergency procedures.

Mental Demands/Physical Demands/Environmental Factors:

- **Tools/Equipment Used:** Computers/iPads/sound systems; standard instructional equipment; automated external defibrillator (AED)
- **Posture:** Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- **Motion:** Frequent walking, ability to climb stairs and ladders
- **Lifting:** Regular moderate lifting and carrying (15–44 pounds); may lift and move musical instruments and sound equipment
- **Environment:** Work outside and inside; exposure to extreme temperatures (hot, cold, and inclement weather), humidity, and prolonged sunlight; work on uneven or slippery surfaces; frequent exposure to noise
- **Mental Demands:** Maintain emotional control under stress; work prolonged or irregular hours; frequent district and statewide travel.

The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

I understand I work for Abilene ISD and assigned to the _____ Department. The foregoing statements describe the general role and responsibilities assigned to this job. I understand this is not an exhaustive list of all responsibilities and duties that may be assigned; other duties may be assigned as needed.

EMPLOYEE SIGNATURE _____ Date: _____