

14. Make an effort to attend band activities at the high school.

School/Organizational Climate

15. Follow all School Board policies and campus guidelines.
16. Recruit and maintain enrollment adequate for program to achieve success.
17. Display an open and receptive attitude toward all staff members.
18. Employ effective interpersonal skills.
19. Demonstrate high expectations and high regard for community/district/schools/staff/students in an enabling, nonthreatening way.
20. Provide for two-way communication channel with principals, teachers, staff, staff, and community.
21. Demonstrate skill in conflict resolution with administrators, parents, teachers, staff, and community.
22. Respond appropriately to situations that could impair the teaching/learning process or could the threaten safety and well-being of students and staff.
23. Respect the rights of others to express their opinions.

School/Organizational Improvement

24. Determine and build a long-range plan for band program Improvement.
25. Assess and respond to needs related to one's job responsibilities.
26. Obtain and use evaluative findings (Contest results, etc.), including individual student data, to examine and improve program effectiveness.
27. Develop, maintain, and utilize appropriate information filing systems and necessary records.

Personnel Management

28. Recognize and reinforce student and staff excellence.
29. Supervise the activities of assistant directors and assign their other specific responsibilities.
30. Evaluate job performance of assistant directors to assure effectiveness.
31. Delegate duties, responsibilities, and functions effectively.
32. Demonstrate skill in "coaching" assistant directors.

Administration and Fiscal/Facilities

33. Submit district reports and requests for information/data promptly and accurately.
34. Select, recommend for purchase, distribute, and arrange for repair of all musical instruments under one's supervision.
35. Maintain an up-to-date inventory of equipment and uniforms.
36. Maintain an up-to-date instrument checkout system for all issued instruments.
37. Maintain an up-to-date uniform checkout system for all issued uniforms.
38. Schedule activities effectively and secure resources needed to accomplish goals.
39. Participate in the systematic monitoring of the use, care, and replacement of equipment and uniforms.
40. Demonstrate responsible fiscal control over assigned budgets.
41. Manage budget funds prudently.
42. Compile reasonable budgets and costs estimates based upon documented program needs, estimated enrollment, and other fiscal years.

Student Management

43. Place events on school calendar as soon as they become official, and notify students well in advance of activities.
44. Establish and publicize a plan for dealing with student attendance at practices and performances.
45. Recognize the value and effectively utilize the efforts of student officers in promoting the goals of the organization.
46. Arrange for transportation and feeding of band students when necessary.
47. Work with Principal to provide for proper scheduling and assignment of students based on their individual abilities and program needs.

School/Community Relations

48. Promote good public relations between school and community with band participation in community events.
49. Contribute to the cultural development of the community.

Professional Growth and Development

50. Set goals that reflect feedback from evaluation process.

- 51. Seek, accept, and respond to evaluative feedback from staff members, utilizing this data to improve performance.
- 52. Conduct oneself in a professional and ethical manner in accordance with generally accepted community standards.

Other

- 53. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervise and evaluate the performance of assistant band director (if applicable), other staff members assigned to assist on campus during or after school, and any private teachers working with band students.

WORKING CONDITIONS:

Mental Demands

- Maintain emotional control under stress
- Frequent prolonged and irregular hours of work
- Ability to communicate effectively (verbal and written); ability to instruct

Physical Demands

- Prolonged standing; frequent kneeling/squatting, stooping/bending, pushing/pulling, and twisting; frequent walking
- Light lifting and carrying, reaching above shoulder, use of fingers, repetitive hand motions; frequent bending and stooping
- Reaching above shoulder, use of fingers, and repetitive hand motions

Environmental Demands

- Outdoor and indoor work; exposure to sun heat, cold, and inclement weather
- Frequent districtwide and occasional statewide travel

The above statements describe the general purpose and responsibilities assigned to the job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Approved by Immediate Supervisor:	Date:
Reviewed by HR Director:	Date:
Received by Employee:	Date:

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