

# Isle of Wight County School District

## Position Specification

Title: Band Teacher/Director

Division: Instruction

FLSA: Exempt

### General Statement of Job

Responsible for instructing secondary school students in the field of instrumental music and creating a safe and orderly learning environment. Motivates students to develop an interest in and an appreciation of the art of music. Develops knowledge, skills, and talents of students in the field of music, utilizing a variety of instructional techniques appropriate to students' interests and abilities.

### Specific Duties and Responsibilities

#### Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Instructs secondary school students in developing knowledge and skills in band in accordance with the course of study adopted by the Board of Education;
Plans instruction to achieve desired objectives that reflect the Virginia Standards of Learning and division curriculum guides;
Designs coherent instruction based upon knowledge of subject matter, current instructional practices, students, the community, and curriculum goals;
Diagnoses individual, group, and program needs and plans for the appropriate use of time, materials, and resources to match the ability and needs of all students;
Evaluates students' progress; provides students with specific evaluative feedback; maintains appropriate records and prepares progress reports;
Uses a variety of assessment strategies and instruments to make both short-term and long-range instructional decisions to improve student learning;
Uses appropriate materials, technology, and resources in a manner that promotes the development of critical thinking, problem solving, and performance skills;
Selects, evaluates, and refines a variety of teaching methods and instructional strategies for the active engagement of students and improvement of student learning;
Implements a classroom management policy that fosters a safe and positive environment for all students and staff;
Ensures the adequate and safe supervision of students;
Creates a supportive learning environment for all students;
Enables students to develop an appreciation of the art of music;

Demonstrates techniques to students in instrumental music concepts;
Develops clear and concise instructional lesson plans and organizes class time to provide a balanced program of preparation, instruction, and rehearsal time;
Provides individual and small group instruction and adapts the curriculum to the needs of students with varying abilities;
Works collaboratively with staff, families, and community resources to support the success of a diverse student population;
Maintains licensure at the state and/or national level; assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
Establishes and maintains positive rapport with students;
Models professional, moral, and ethical standards as well as personal integrity in all interactions;
Complies with and supports school and division regulations and policies;
Works in a collegial and collaborative manner with peers, school personnel, and the community to promote and support student learning;
Communicates with students, student counselors, and parents through conferences and other means;
Communicates regularly and effectively with students, parents/guardians, and fellow staff members;
Participates in curriculum development, faculty committees, and student activity sponsorship, as requested;
Uses a variety of instructional techniques and musical repertoire appropriate for the ages and skill level of students;
Arranges opportunities for students to present musical performances both during and after school hours;
Plans, rehearses, and directs students in musical programs for the school and community;
Instructs students in the proper care and use of equipment;
Organizes storage areas and controls the use of materials and equipment to prevent loss, abuse, injury, or security breach;
Maintains an organized and workable inventory of all music and equipment related to the band program;
Makes minor adjustments to musical equipment and requests repairs as appropriate;
Evaluates student performance and growth in knowledge and understandings;
Models nondiscriminatory practices in all activities;
At minimum, one performance, held outside of school hours, in each semester is expected. This should be for each performance group;
Expected participation in district competitions; and,
Performs other duties as assigned.

## **Education and/or Experience**

Possesses minimum of Bachelor's Degree from an accredited college or university.

**Certificates, Licenses, Permits:** Virginia Teaching licensure with appropriate endorsement in accordance with state law and regulation.

## **Knowledge, Skills & Abilities**

**Knowledge of** state and local education guidelines and curriculum and of content area.

**Skill in** effective oral, written, and interpersonal communication; effective problem solving, communications, organization, planning, record keeping, and human relations.

**Ability to** demonstrate competency in the knowledge and implementation of technology standards.

## **Performance Factors:**

**Interaction with Others:** Ability to communicate clearly and to develop and maintain positive interpersonal skills. Ability to be flexible to meet changing requirements. Ability to demonstrate sensitivity among diverse populations.

**Concentration:** Ability to maintain workflow in a variety of environments and situations. Ability to manage multiple tasks.

**Stressful Circumstances:** Ability to produce quality work when short or unexpected deadlines are given relative to a project that may be in process. Ability to maintain composure in challenging situations.

**Independent Judgment:** After receiving an assignment is able to complete work tasks without constant and precise direction.

**Organizational Skills:** Ability to establish priorities; manage multiple tasks; and deliver a quality work product by a designated deadline.

**Decision Making:** Ability to make appropriate decisions.

**Attention to Detail:** Ability to recognize errors that detract from the accuracy of a work product.

**Public Contact:** Ability to communicate professionally and effectively, both verbally and in writing. Ability to demonstrate professionalism while interacting with others and to maintain positive working relationships.

**Attendance and Dependability:** Ability to be depended on for punctuality and faithful attendance. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.



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DEPARTMENT: Instruction

### ESSENTIAL ELEMENTS – JOB FUNCTIONS ASSESSMENT

#### Physical Requirements:

- ☒ Stamina
- ☒ Seeing-General
- ☒ Close Vision
- ☒ Color Perception
- ☒ Hearing/Listening
- ☐ Clear Speech-Simple
- ☒ Clear Speech-Complex
- ☒ Touching
  - ☒ Dexterity
  - ☒ Hand
  - ☒ Finger
- ☐ Smelling
  - ☐ Smoke
  - ☐ Food
  - ☐ Cleanliness
- ☐ Tasting
- ☒ Walking
- ☒ Lifting
- ☒ Pushing
- ☒ Pulling
- ☒ Typing
- ☒ Climbing Flights
- ☒ Carrying
- ☒ Kneeling
- ☒ Stooping
- ☒ Bending
- ☒ Sitting
- ☒ Flexibility
  - ☒ Upper Body
  - ☒ Lower Body
- ☐ Running Distance

- ☒ Standing
- ☒ Driving

#### Stress Factors:

- ☒ Repetition
- ☒ High Pressure
- ☐ Hazards
- ☒ Fatigue
- ☐ Boredom

#### Work Environment:

- ☒ Works Alone
- ☒ Works with Others
- ☒ Works around Others
- ☒ Verbal Contact with Others
- ☒ Face-to-Face Contact
- ☐ Shift Work
- ☒ Inside
- ☐ Outside
- ☐ Confined Areas
- ☐ Extreme Heat/Cold
- ☐ Temperature Change
- ☐ Wet and/or Humid
- ☐ Noise
- ☐ Vibration
- ☐ Mechanical Equipment
- ☐ Electrical Equipment
- ☐ Pressurized Equipment
- ☐ Burning Materials
- ☐ Moving Objects
- ☐ High Places

- ☐ Fumes/Odors
- ☐ Dirt/Dust
- ☐ Gases

#### Mental Requirements:

- ☐ Reading-Simple
- ☒ Reading-Complex
- ☐ Writing-Simple
- ☒ Writing-Complex
- ☐ Clerical
- ☒ Memorization
- ☒ Analyzing
- ☒ Perception
- ☒ Judgment
- ☒ Decision-Making

#### Equipment:

- ☒ Computer
- ☒ Keyboard
- ☒ Telephone
- ☐ Calculator
- ☐ Fire Alarm
- ☐ Switchboard Console
- ☐ Television Monitor
- ☐ Kitchen Appliances
- ☐ Vacuum Cleaner
- ☐ Maintenance Tools

#### Other:

- ☐ Laundry Equipment

I acknowledge receipt of this document.

Signature \_\_\_\_\_

Date \_\_\_\_\_