



Position: Secondary Teacher

Assignment: MS Band Director - Assistant

Reports to: Principal

Dept./School: Assigned Campus

Wage/Hour Status: Exempt

Pay Grade: TC100/187 days

Date Revised: Spring 2024

Primary Purpose:

Assist the Head MS Band Director in curricular and extracurricular aspects of the Middle School Band program. Assist in the preparation and coordination of quality student group performance opportunities through engagement in UIL concert band evaluation events and curricular concert performances. Provide enrichment instruction supporting students' individual musical development through participation in TMEA region auditions and the district Solo & Ensemble Contest. Comply with all federal, state, University Interscholastic League (UIL), Texas Music Educator Association (TMEA) policies as well as all local requirements.

Qualifications:

Minimum Education/Certification:

- Bachelor's Degree from accredited university in Music Education
- Valid Texas teaching certificate in Music

Special Knowledge/Skills/Experience:

- One year of student teaching or approved internship
- Knowledge of District, State, UIL, TMEA, and other organizational rules governing the band program and its extensions
- Ability to implement policy with all applicable procedures.
- Ability to implement and coordinate related systems and activities.
- Proficient use of technology and technological systems
- Possess strong organizational, communications, public relations, and interpersonal skills.

Major Responsibilities and Duties:

- Comply with federal and state laws, State Board of Education rules, UIL/TMEA rules and regulations, and district/board policy in all band related areas.
- Assist in the preparation and direction of middle school instrumental performances through concert band, chamber ensembles, and solo endeavors.
- Assist in the preparation for extracurricular events, including UIL concert evaluations, TMEA auditions, pep rallies, etc.
- Reinforce academic eligibility requirements and assist with student eligibility reports.
- Assist with arrangement of transportation and travel details as needed.
- Support booster organization activities.
- Remain current in field through research/reference materials, conference attendance, and continuing professional learning opportunities.

- Implement 6-8 band cluster defined curriculum, including benchmarks, philosophy, methods, techniques, and terminology in conjunction with TEKS, SBOE policies, and TEA guidelines.
- Conduct ongoing evaluations of student achievement through formal and informal assessment.
- Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Ensure lessons include appropriate accommodations for individual education plans.
- Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.
- Apply and enforce student discipline in accordance with the Student Code of Conduct and student handbook.
- Accompany and supervise students on trips.
- Take all necessary and reasonable precautions to protect and safeguard students.
- Assist with inventory of all district owned instruments, equipment, and fixed assets.
- Assist with processes of cleaning, repairing, and storing band instruments and equipment.
- Monitor district facility usage and maintain facility security, order, and cleanliness.
- Take all necessary and reasonable precautions to protect, secure and safeguard band equipment, materials, and facilities.
- Establish and maintain open, consistent communication with parents, students, campus administration, and other teachers through email, phone call, personal interchange, conference, etc.
- Maintain professional relationships with colleagues, students, parents, and community members.
- Consult Head Band Director regarding subjective programming and production components.
- Maintain confidentiality.
- Assist with tasks associated with program-engaged supplemental personnel (private lesson teachers, clinicians, instructors, accompanists, etc.)

Mental Demands/Physical Demands/Environmental Factors:

- Standard office equipment including personal computer and peripherals.
 - Prolonged sitting and standing; occasional bending/stooping, twisting.
 - Repetitive hand motions, frequent keyboarding, and use of touchpad/mouse; frequent walking, driving, push/pulling, and conducting; occasional climbing.
 - Occasional lifting and carrying (up to 25 pounds)
 - Work in indoor and outdoor environments, sometimes in adverse weather conditions, work at elevated heights; Frequent district and local travel; occasional statewide and national travel.
 - Maintain emotional control under stress; frequent prolonged or irregular hours; work with frequent interruptions
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OTHER: All employees are required to follow district safety protocols and emergency procedures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name