



Position: Secondary Teacher

Assignment: HS Band Director - Head

Reports to: Principal

Dept./School: Assigned Campus

Wage/Hour Status: Exempt

Pay Grade: TC100/187 days

Date Revised: Spring 2024

Primary Purpose:

Direct and manage curricular and extracurricular aspects of the total High School Band program. Collaborate with campus administration and district personnel, the Fine Arts department, booster organization, parents, and community members to provide outstanding program experiences for students. Prepare, facilitate, and coordinate quality student group performance opportunities through engagement in UIL marching and concert band evaluation events, varsity football games, and curricular concert performances. Provide enrichment instruction supporting students' individual musical development through participation in TMEA auditions and the district Solo & Ensemble Contest. Provide leadership and support to the cluster middle school band programs and the Percussion and Color Guard programs in conjunction with district staff. Direct and support booster organization endeavors. Ensure compliance 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
- UIL Marching Band Safety Certification (annual renewal)
- AED/CPR Certification (biannual renewal)

Special Knowledge/Skills/Experience:

- Five years' experience serving as Assistant HS Band Director or Head MS Band Director with a record of substantive student participation, student achievement, and successful performance evaluations during this tenure.
- Thorough knowledge of District, State, UIL, TMEA, and other organizational rules governing the band program and its extensions, including the booster organization
- Knowledge of best pedagogical practices in all band related areas
- Ability to implement policy and ensure compliance with all applicable procedures.
- Ability to plan, implement and coordinate related systems and activities.
- Ability to manage budget and personnel.
- 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.
- Prepare and direct high school instrumental performances through marching band, traditional concert band ensembles, chamber ensembles, and solo endeavors.

- Prepare and provide for band participation at extracurricular events, including UIL marching and concert events, TMEA auditions, varsity football games, Solo & Ensemble contest, pep rallies, community events, parades, etc.
- Plan and coordinate sectional, rehearsal, and performance schedules in compliance with all TEA/UIL policies and in conjunction with district/campus calendar imperatives.
- Oversee direction and performance preparation of percussion and color guard programs.
- Support middle school band preparation and performance endeavors.
- Develop and implement strategies to enhance recruitment and retention of students in accordance with district recruiting standards and policies.
- Communicate UIL performance requirements, enforce academic eligibility, and verify each student's eligibility to participate in eligibility required activities and events.
- Facilitate arrangement of transportation, lodging, and meals for out-of-town events.
- Oversee booster organization and support booster organization activities.
- Collaborate with drill team director to select music for combined halftime performances.
- Aggregate and utilize evaluative findings (including student achievement and performance assessment data) to determine program effectiveness and ensure that program renewal is continuous and responsive to student needs.
- Remain current in field through research/reference materials, conference attendance and continuing professional learning opportunities.
- Collaborate with cluster directors to develop and implement grade 6-12 Band cluster curriculum, including benchmarks, philosophy, methods, techniques, and terminology in conjunction with TEKS, SBOE policies and TEA guidelines.
- Ensure subjective programming and design components meet community standards; seek consultation and advisement from campus administration and the Director of Fine Arts regarding potentially sensitive programmatic components.
- 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 out-of-town trips.
- Take all necessary and reasonable precautions to protect and safeguard students.
- Ensure that programs are cost-effective, and funds are managed prudently.
- Compile budgets and cost estimates based on documented program needs.
- Coordinate fundraising activities and manage funds in collaboration and coordination with booster organization.
- Maintain current inventory of all district owned instruments, uniforms, and fixed assets.
- Oversee processes of cleaning, repairing, and storing band instruments and equipment.
- Oversee 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.
- Communicate program calendar items to participating families and according to calendar scheduling expectations at the campus and district levels.
- Maintain professional relationships with colleagues, students, parents, and community members.
- Maintain confidentiality.
- Assist with recruitment, selection, training, supervision, and evaluation of assistant band director(s).

- Oversee all program-engaged supplemental personnel (private lesson teachers, clinicians, instructors, accompanists, etc.); ensure all individuals complete district clearance processes prior to service and abide by all district policies.
- Monitor performance of high school assistant band directors (including percussion and color guard), temporary staff and all program-engaged supplemental personnel brought in to work with students.

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, 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; work prolonged or irregular hours; work with frequent interruptions.

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