



Professional - Job Description

Job Title: Head Band Director (Middle School)

Pay Grade: Teacher Salary +
33 extra days + \$5,000 stipend

Reports To: Principal

FLSA Status: Exempt

Dept./School: Assigned campus(s)

Minimum Duty Days: 220 days

Primary Purpose:

Direct and manage the overall program of instrumental music for the middle school. Provide students with an opportunity to participate in extracurricular band activities and ensure compliance with all state, University Interscholastic League (UIL), and district requirements. Plan activities to achieve district, region, and state recognition.

Minimum Requirements:

- Bachelor's degree in music from an accredited college or university.
- Valid Texas Teaching Certificate in Music.
- Three years of teaching experience in music.

Preferred Requirements:

- Master's degree from an accredited college or university.
- Experience working with middle / high school band students.
- Excellent Classroom Evaluations (to be provided at interview time).

Special Knowledge and Skills:

- Knowledge of overall operation of instrumental music program.
- Ability to manage budget and personnel.
- Knowledge of state and UIL policies governing band.
- Ability to implement policy and procedures.
- Ability to interpret data.
- Strong communication, public relations, and interpersonal skills.

Major Responsibilities and Duties:

Program Planning

1. Directs middle school instrumental performers, such as band, concert band, soloists, and ensembles.
2. Establishes performance requirements, enforce academic requirements, and verifies each student's eligibility to participate in band.
3. Provides and coordinates for band participation at extracurricular events, including concerts, football games, pep rallies, parades, and UIL activities.
4. Arranges transportation, lodging, and meals for out-of-town events.
5. Complies with federal and state laws, State Board of Education rules, UIL rules, and board policy in the band area.
6. Supports band booster club and supports band booster club activities.
7. Obtains and uses evaluative findings (including student achievement data) to determine program effectiveness and ensure that program renewal is continuous and responds to student needs.

8. Recommends policies to improve program.
9. Participates and works with local community events and activities

Budget and Inventory

10. Ensures that programs are cost-effective and funds are managed wisely.
11. Compiles budgets and cost estimates based on documented program needs.
12. Coordinates fundraising activities and manage funds.
13. Maintains current inventory of all fixed assets within department.
14. Oversees process of cleaning, repairing, and storing all band equipment.

Instruction

15. Leads and directs the MS Fine Arts Music Program as the Instructional Leader on the campus
16. Develops and implements plans for instrumental music program and show written evidence of preparation as required.
17. Prepares lessons that reflect accommodations for individual student differences.
18. Presents subject matter as per guidelines established by the Texas Education Agency, board policies, and administrative regulations.
19. Plans and uses appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
20. Conducts ongoing assessments of student achievement through formal and informal testing.
21. Creates an environment conducive to learning and appropriate for the physical, social, and emotional development of students.

Student Management

22. Applies and enforces student discipline in accordance with the Student Code of Conduct and student handbook.
23. Accompanies and supervises students on out-of-town trips.
24. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
25. Will develop a recruitment plan. Will visit all elementary schools in the feeder to encourage students to join band. Will also work at retaining students in the middle school in the band program.

Communication

26. Establishes and maintains open communication by conducting conferences with parents, students, principals, and teachers.
27. Maintains confidentiality and professional relationships with colleagues, students, parents, and community members.

Personnel Management

28. Monitors and works with the other Middle School Band Directors in the district.
29. Attends and participates in staff development activities to improve job-related skills, in faculty meetings, and serve on staff committees.

Other

30. Keeps informed of and comply with state, district, and school regulations and policies for classroom teachers.
31. Compiles, maintains, and files all reports, records, and other documents required.

Equipment Used

- Music instruments and equipment, computer, copier, fax, phone and other related office equipment.

Working Conditions:

- **Mental Demands:** Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate school-wide functions.
- **Physical Demands:** Frequent district-wide travel; occasional prolonged and irregular hours; moderate standing, stooping, bending, and lifting. Working outside and exposure to extreme temperatures.

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.

I hereby acknowledge that I have received a copy of my job description and understand its content.

Employee Name (print)

Employee Signature

Date