

ASSISTANT BAND DIRECTOR – High School

ESSENTIAL FUNCTIONS:

- Acts under the direction of the Band Director.
- Assumes functions and duties of the Band Director in their absence.
- Coaches individual participants in the skills necessary for effective performance in Marching and Pep Band.
- Works closely with the Band Director in charting marching shows.
- Collaborates with the Director in the purchase of equipment and supplies as necessary.
- Maintains assigned paperwork and reports to the Band Director.
- Oversees the safety conditions for students and facility, and the areas in which the sport is conducted during all times students are present.
- Remains present in the facility during all times the students are present in the facility for the sport/activity.
- Maintains discipline and sportsmanlike conduct of all participants and enforces the policies of the District uniformly when disciplining participants.
- Supervises students when traveling.
- Demonstrates cooperative conduct.
- Shares in responsibility for equipment, distribution, collection and inventory.
- *Only minimum duties are listed. Other functions may be required as given or assigned.*

QUALIFICATIONS:

- Knowledgeable in the techniques and strategies for Marching and Pep Band.
- Background/experience with Marching Band and Pep Band, preferred.
- Ability to follow both oral and written directions & instructions from the head director and/or athletic director.
- Ability to effectively communicate, orally and in writing, with students, parents, staff and the community.
- Ability to coordinate with Band Director.
- Ability to maintain confidentiality of employment and student matters.
- Ability to perform duties with an awareness of all district requirements and board policies.
- Ability to effectively manage time and responsibilities.
- *Other qualifications as deemed necessary by the athletic director.*

EQUIPMENT USED: Wind instruments, percussion equipment, uniforms, sound equipment, stopwatch, computer, copy machine, fax machine, telephone/voice mail, Blackboard, and/or other equipment pertinent to the activity.

WORK ENVIRONMENT: The employee regularly works around others, works with the public, and works inside & outside. The noise level in the work environment varies but is frequently loud. The employee must be able to meet deadlines with severe time constraints.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk and stand continuously. The employee will frequently be required to reach with hands and arms; stop, kneel, crouch or crawl. The employee continuously uses hand strength to grasp tools/objects. May be required to lift or move up to 20 pounds. Specific vision abilities of this job include close vision, depth perception, and peripheral vision. The employee is required to be able to hear conversations in quiet environments.

MENTAL/MOTOR DEMANDS: While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands & work environment characteristics described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

IMMEDIATE SUPERVISOR: BAND DIRECTOR & ATHLETIC DIRECTOR

EVALUATION: Performance of this job will be evaluated in accordance with established provisions.

TERMS OF EMPLOYMENT: Stipend as provided by MEA agreement.

EQUAL OPPORTUNITY EMPLOYER