

Terrell I.S.D. Job Description

Terrell Independent School District is an Equal Opportunity Employer

No person shall, on the basis of national origin, race, gender, creed, religion, age, or handicap, be excluded from participation in, be denied the benefit of, or subjected to discrimination in employment, or recruitment consideration, or selection for full or part-time professional positions in the Terrell Independent School District.

In accordance with Terrell I.S.D. Board Policy DC (LOCAL) the following position is open:

Job Title: Assistant Band Director

Work Days: 194

Reports to: Principal/Fine Arts Director

Pay Grade: According to [TISD Salary Schedule](#)

Dept./School: Terrell High School

Start Date: 2026-2027 School Year

Contact Person: Jasmine Castaneda
Human Resources Specialist

Primary Purpose:

The Assistant Band Director, High School will plan and implement an instructional program and provide related educational services for students in assigned grade levels. The incumbent will manage student behaviors, assess and evaluate student achievement, and modify/control instructional activities as required. The Assistant Band Director will align instruction with pedagogical techniques of the Head Band Director.

Qualifications:

Education/Certification:

Bachelor's degree from an accredited college or university
Valid Texas teaching certificate
Current automatic external defibrillator (AED) certificate

Special Knowledge/Skills:

Percussion specialist/Band director
Demonstrated knowledge of content, curriculum, methods, materials, and equipment of instructional specialty required
Ability to apply knowledge of current research and theory to instructional programs required
Ability to plan and implement lessons based on division and school objectives and the needs and abilities of students required
Ability to establish and maintain effective relationships with students, peers, and parents required
Excellent communication skills both orally and written required
Proficiency in one or more musical instruments, excellent ear-training skills and ability to determine pitch and tone quality variations

Experience:

One year student teaching or approved internship experience preferred
Dance, drill team, or color guard instructor experience preferred

Major Responsibilities and Duties:

Instructional Strategies

1. Coordinate the planning and implementation of appropriate instructional/learning strategies and activities, including determination of appropriate type and level of materials, with the head band director; manage allotted learning time to maximize student achievement.
2. Assess student abilities and achievement as related to desired educational goals, objectives, and outcomes; maintain appropriate assessment and evaluation documentation for institutional and individual reporting purposes.
3. Provide for band participation at extracurricular events, including concerts, football games, pep rallies, parades, competitions and UIL.

4. Understand and uphold all rules, regulations, and dates that pertain to the instructional program (UIL, TMEA, ATSSB and TISD policies apply)
5. In conjunction with the head band director, coordinate the planning and implementation of a pre-season marching band instructional program in compliance with established guidelines.
6. Implement sectional/small group instruction in the spring semester to provide adequate preparation for all concerts, competitions, auditions, and events.
7. Monitor and enforce student eligibility criteria for all extracurricular activities.
8. Support and assist feeder programs by attending concerts/shows and offering reasonable assistance to these programs.
9. Participate in all UIL, TMEA, ATSSB and TISD sponsored events; encourage student participation in all competitions/events related to the instructional program.
10. Schedule and conduct at least two public performances, competitions, or shows on campus each semester with the students enrolled in the instructional program.
11. Support band booster club activities.
12. In conjunction with the head band director, develop, implement, and monitor a recruitment, audition, and placement program/schedule for all potential students; assign students to an appropriate class based on audition/placement criteria; and submit class rosters to the principal or principal's designee prior to the specified campus deadline.
13. Comply with all established policies and procedures related to the instructional program; submit all required forms, fees, and electronic documents by the prescribed deadlines.
14. Develop and implement plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for individual student differences.
15. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned. Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.
16. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
17. Work with other member of the staff to determine instructional goals, objectives, and methods according to district requirements.
18. Obtain and use evaluative findings (including student achievement data) to determine program effectiveness and ensure that program renewal is continuous and responds to student needs.

Student Growth and Development

19. Conduct ongoing assessments of student achievement through formal and informal testing.
20. Be a positive role model for students and support mission of the school district.

Classroom Management and Organization

21. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
22. Manage student discipline in the instructional setting to ensure the environment is conducive to the learning process; assist and participate in management of student behavior in all parts of the school, center, school grounds, or work site both during and outside of school hours; monitor and enforce compliance accordance with the Terrell ISD Student/Parent Handbook, Student Code of Conduct, and Band Handbook.

23. Accompany and supervise students on out-of-town trips activities and arrange transportation, lodging, and meals for out-of-town events.
24. Provide proper student supervision during and after all program activities until all students have left the area.
25. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
26. Ensure classroom and/or instructional environment is attractive, healthful, safe, and conducive to learning and that materials are accessible to students and in good condition.

Communication

27. Ensure continuous communication with parents, both written and oral, to keep them informed of student(s) progress; continually communicate with students on instructional expectations and keep them informed of their progress in meeting those expectations.

Budget and Inventory

28. Maintain current inventory of all fine arts equipment, instructional materials, and uniforms in the specified materials management system; coordinate the service and repair of school-owned equipment.
29. Compile, maintain, and file all reports, records, and other documents required.

Professional Growth and Development

30. Participate in staff development and in-service activities and staff meetings as required or assigned, including meetings with the Director of Fine Arts.
31. Comply with federal and state laws, State Board of Education rule, UIL rules, and board policy in the band area.

Other

32. Maintain friendly customer service-driven interactions with all stakeholders, students, teachers, administrators, and co-workers.
33. Work cooperatively with co-workers and supervisors to ensure that the goals of the school/department are met.
34. Maintain a positive and professional tone in all communications (i.e., email, written, and verbal)
35. Colorguard tasks/responsibilities may be assigned per the band director's discretion and the employee's Experience and outlined in addendum of responsibilities
36. Perform other duties and accept other responsibilities as assigned

Work Environment:

Work is performed generally in a classroom environment and other locations within and outside the school building such as cafeteria, library, etc. The position requires standing, walking, sitting, and lifting/carrying work related items weighing 50 pounds or less, such as books, papers, instructional supplies and musical instruments. The duties of this job involve work which could carry risk and discomfort that require normal safety precautions when operating equipment. Must be able to handle stressful situations and meet deadlines.

Mental Demands/Physical Demands/Environmental Factors:

Effective communication (verbal and written); interpret policy, procedures, and data; coordinate district functions; and maintain emotional control under stress. Writing simple required reports. Strenuous walking, standing, and/or climbing. Frequently traveling within district. Exposure to hot and cold temperatures. Working prolonged and irregular hours. Exposure to inclement weather. Occasional lifting of 50lbs or more. Daily in-person attendance is an essential function for this position.

Application Procedures

District Employees:

1. Complete an internal application online at <https://www.applitrack.com/terrellisd/onlineapp/>
 - a. You may attach an updated resume
 - b. You may attach a letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
2. Other credentials as applicable

Outside Applicants:

1. Online Application <https://www.applitrack.com/terrellisd/onlineapp>
 - a. You may attach a resume and a letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
 - b. Other credentials as applicable
2. Official transcript(s) will be requested after a recommendation for hire is received

Terrell ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Melissa Nichols; *Executive Director of Human Resources*
700 North Catherine Street
Terrell, Texas 75160
Office Number: 972-563-7504
Email: melissa.nichols@terrellisd.org