JOB DESCRIPTION REVISION DATE: 3/21/16

DEPARTMENT / SCHOOL: Fine Arts Department

REPORTS TO: Fine Arts Coordinator

SUPERVISES: N/A

POSITION GOAL:
To instill and empower students with the knowledge and skills necessary to value and enjoy playing a band instrument.

ESSENTIAL FUNCTIONS:
1. Assist with band recruitment in the fall, including instrument demonstrations and instrument selection.
3. Communicate with building personnel and Fine Arts Coordinator regarding scheduling of lessons, after-school rehearsals, and all performances.
4. Assist with instruction of after-school band rehearsals and performances.
5. Communicate with elementary and high school director regarding performance literature where team-teaching is applicable.
6. Prepare a minimum of two major concerts per school year.
7. Prepare students for participation in other school performances if time allows.
8. Prepare students for participation in district wide performances.
9. Instructs weekly small group lessons and/or sectionals.
10. Instructs weekly large group rehearsals.
11. Maintains proper teacher/parent communication.
12. Assignment of quarterly or semester grades and comments (per district policy).
13. Coordinate performance/lesson room usage with other district personnel.
15. Identify and facilitate instrument repairs and loaners, where applicable.
16. Plans a program of study that follows district guidelines and, as much as possible, meets the individual needs, interests and abilities of students.
17. Implements researched-based teaching strategies that engage all students; acknowledging a range of abilities of students and cultural backgrounds.
18. Creates an environment conducive to learning and motivates students through effective communication and evaluative feedback.
19. Displays a thorough knowledge of curriculum and subject matter.
20. Plans for and guides the learning process toward the mastery of curriculum goals, and establishes clear objectives for all lessons, units, and projects that are clearly communicated to students.
21. Implements school improvement plans and strategies.
22. Collaborates with colleagues, students, and/or parents on a regular basis, and as requested by the administration.
23. As appropriate, implements assessments of student progress and communicates progress to students and parents.
24. Sets high expectations for student achievement and behavior and motivates students to work to their highest potential.
25. Assists in the referral and diagnosis of students with learning difficulties, seeking assistance from other school personnel as required.
26. Work cooperatively with building principal and Fine Arts Coordinator in assessing his/her teaching strengths and weaknesses, and planning and implementing a program to improve his/her teaching competencies.
27. Participate on curriculum, personnel, policy or professional development committees related to the educational program.
28. Maintains accurate, complete, and correct records as required by law and district policy.
29. Assists administration in implementing student discipline policies and maintains order in area(s) assigned and/or supervised in a fair and just manner.
30. Performs other duties as assigned by the principal, or other administrative staff.

**KNOWLEDGE AND CRITICAL SKILLS:**
1. Working knowledge of band instrumental fingerings and tone production.
2. Ability to demonstrate a working knowledge of band instrument fingerings and tone production.
3. Good communication skills.

**EXPERIENCE AND EDUCATION:**
1. Bachelor's degree in music education with an emphasis in Band.
2. Previous experience teaching Band at the middle school level is preferred.
3. Previous teaching experience is preferred (3-5 years).

**Comments:**

**ENVIRONMENTAL CONDITIONS:**
1. Must work in noisy and crowded environments.
2. Frequently work at a fast pace with unscheduled interruptions.
3. May be required to leave main work site to attend meetings.
4. Public contact requiring appropriate professional attire.

**PHYSICAL DEMANDS:**
1. Requires prolonged standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials including larger musical instruments.
3. Occasional stooping, bending and reaching.
4. Must be able to drive/travel between schools.
5. Must have own means of transportation.

**ADA:**
The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

**TERMS OF EMPLOYMENT:**
Nine month position
EVALUATION:
Performance of the position will be evaluated with provisions set by the Board of Education as per contract.

Employee Signature: ________________________________    Date: _____________
Supervisor Signature: ________________________________    Date: _____________