

# United Independent School District

## Department of Human Resources

### HEAD BAND DIRECTOR – MIDDLE SCHOOL

#### Campus Assignment

**Primary Purpose:**

Provide students with appropriate learning activities, including distance learning or virtual instruction. Execute all the duties of a head director in order to create a well-rounded and successful instrumental music program whereby students actively participate in a wide variety of musical events and are successful.

**Educational Qualifications:**

- Bachelor's Degree in Music Education or any music related major
- Valid Texas Teacher's Certificate
- Knowledge of all aspects of teaching instrumental music so that students develop individual and group performance skills and understanding of music
- Minimum of 1 year teaching experience with middle school or high school bands

**Major Responsibilities and Duties:**

1. Builds and maintains a successful and dynamic band program that provides for maximum student participation in a wide variety of activities that bring positive recognition to the program, the school, the district, and the community.
2. Builds and maintains a program that attracts and holds at least enough students to perform concert band literature with a characteristic ensemble sound and standard instrumentation.
3. Presents performances of high musical quality in which groups are well disciplined and make a good appearance.
4. Conducts rehearsals and performances demonstrating understanding of differences in style among various types of music.
5. Keeps informed of and ensures compliance with all UIL, TEA, and TMEA rules and regulations.
6. Comply with all district and campus policies and directives from the Principal or Director of Fine Arts.
7. Attend the following meetings:
8. Region XIV Music Meetings in May and August
9. All meetings called by the Principal and Director of Fine Arts
10. Provide opportunities for students to successfully participate and compete in the following events:
11. UIL Concert/Sight Reading Contest, and UIL Solo & Ensemble competitions
12. All TMEA events that pertain to the M.S. Band such as Jr. High Region tryouts. In addition, the director shall attend the Region Band Clinic and Concert.
13. UISD & LISD Band Pre-UIL Evaluations.
14. Community/UISD related performances and local parades.
15. WBCA Parade, Christmas Parade, plus other local parades as requested by the Principal or the Director of Fine Arts.
16. All local football games and when the budget permits, out-of-town football games.
17. In the event of event of eligibility problems, which would not allow the band to compete in UIL Concert and Sight Reading Contests, the Principal and the Director of Fine Arts Should be notified in writing prior to the entry deadline date for each contest.
18. The director must be able to work his/her own personal summer schedule around the middle school summer band

Program. This means that the summer band rehearsals will begin 20 days or more prior to the first teacher staff development day.

### **Head Band Director – Middle School (continued)**

19. The director will be present at all band rehearsals, including those scheduled before or after school hours and all band events.
20. Fiscal control will be maintained and records of all purchases will be kept and updated annually. Documentation of all expenditures should be kept for a period of 5 years and be available for audit purposes.
21. The director is responsible for keeping accurate and current records of all music, uniform, and instrument inventories. The uniform and instrument inventories should be checked twice a year and losses should be reported to the campus Principal, and Director of Fine Arts. An official report should be filed with United ISD Police department in reporting losses.
22. Ensures that facilities are neat and clean, instruments and equipment are properly used, maintained, and stored.
23. The director shall conduct a recruitment program for new band members at the elementary and middle school levels, and must maintain a well-balanced band instrumentation in grades 6, 7 and 8.
24. The director will facilitate team teaching at the high school and middle school level by:
25. Allowing the assistant band director to assist twice a week with sectionals
26. Working with the high school staff when setting up the schedule of classes
27. Assist with the high school summer band program
28. The director shall serve as a judge in All-District Band Auditions and All-Region Jr. High Band Auditions.
29. Submits all paperwork (bus requests, purchase requisitions, travel requests and check requests for fees or dues) in a timely manner.
30. The director shall establish and maintain open lines of communication with students, parents, faculty, the Principal, and the Director of Fine Arts.
31. The director shall adhere to the chain of command for program or administrative concerns.
32. Before action is taken on decisions that involve a change in policy or standard practices of the instrumental music program, the Principal, and the Director of Fine Arts should be informed in writing.
33. The director will develop and issue a handbook outlining policies and procedures. The handbook must be congruent with the policies of the District. The Principal and the Director of Fine Arts must review a copy of this document prior to issuing to students. Parents and students are required to sign the handbook and district band guidelines indicating acceptance of policies and procedures.
34. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.
35. Regular and reliable attendance is an essential job responsibility unless instructed to work from home by supervisor.
36. Assist in maintaining a safe and healthy work environment.

### **Distance Learning and Virtual Instruction Duties and Responsibilities**

In the event of a school closure in response to a disaster, flood, extreme weather condition, fuel curtailment, epidemic, pandemic or other calamity, the following duties and responsibilities will be added to the above listed Major Job Responsibilities and Duties, as directed by the Superintendent.

37. Develop and implement lesson plans through distance or virtual learning to fulfill the requirements of district's curriculum program and show written evidence of preparation, as required. Prepare lessons in instructional formats that accommodate differences in individual student needs.
38. Plan and use appropriate instructional strategies, activities, and resources for distance or virtual learning that reflect understanding of the learning styles and needs of assigned students according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.
39. Be available by phone, email, or video conferencing during regular business hours to confer with district personnel, students, and/or parents. The rest of the workday is committed to planning, preparing, implementing, and evaluating lessons and activities.
40. Communicate with students or parents as directed by campus administration.
41. Provide ongoing feedback of student achievement through formal and informal methods.
42. Create a virtual classroom environment conducive to learning and appropriate for physical, social, and emotional development of students.
43. Usage of personal equipment, including but not limited to personal cellular phone, personal computer computers, and personal internet service when working from home during a District closure due to government or Board order or during an emergency affecting normal District operations.

**Head Band Director – Middle School (continued)**

44. Perform other tasks and assume other responsibilities as may be assigned by supervisor. All employees are expected to comply with lawful directives.

**Working Conditions:**

Ability to communicate (verbal); ability to instruct; maintain emotional control under stress.

Frequent district-wide and state-wide travel; frequent prolonged and irregular hours; Some bending, lifting and stooping while performing job related functions.

**Distance Learning Working Conditions:**

Tools/Equipment Used: Personal computer; use of and access to phone system; video/instructional equipment; and peripherals

Posture: Prolonged sitting

Motion: Repetitive computer work with frequent use of hands and wrists

Environment: Work from inside home or location other than school building

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

**Terms of Employment:**

Wage / Hour Status: Exempt

Minimum Salary: Teacher Pay Schedule

Stipend: \$5,300

Minimum Work Days: 187 + 20 Additional Days

Months: 10

**Date Last Revised:** 03/22

*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 skill that may be required.*