

**MUSIC/BAND DIRECTOR – GRADES 3- 5 MUSIC, GRADES 5-12 BAND**

**REPORTS TO:** Building Principal

**SUMMARY:** This position oversees and directs all aspects of the band program. The director oversees all activities to provide overall leadership and coordination among the various activities to facilitate programs that provide youngsters worthwhile learning experiences and oversees and directs all aspects of the School District instrumental band program and the elementary (grades 3-5) music program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** (*Other duties may be assigned*)

Responsible to the superintendent of schools and works under the direction of the high school Principal.

Responsible for administrating all interscholastic policies and procedures working within the confines of the Rules and By Laws of Anaconda High School and policies of School District #10.

Responsible for all recommendations for the improvement of adequate facilities which shall be directed to the superintendent of schools for consideration and referral at his/her discretion.

Responsible for the development of all interscholastic band schedules supported by copies of the master schedule in his/her files and approve the publication of all schedules.

Interprets board policy to the extent necessary to provide guidance for schools and sponsors under his/her jurisdiction.

Resolve conflicts that may develop from time to time within the ranks of the band department.

Seeks and finds equitable ways for supporting and financing band programs.

Submits a financial report (prepared by Activities Director) to the School Board at the end of each year.

Attends all home activity contests and/or through the Principal arranges for proper supervision of home contests by administrative personnel.

Responsible, along with the Principal, after consulting the activities director, for the cancellation or postponement of contracted contests because of non-playing conditions.

Maintains permanent records for each band activity.

Maintains a file of all disciplinary actions of band members in regard to giving each member "due process".

Works in conjunction with the High School Principal in developing the yearly budget for the band program.

Works with the Principal, cheerleading advisor and athletic director involved in scheduling all band assemblies and pep rallies.

Provides for the cleaning, repairing and storing of all band equipment and maintaining a perpetual inventory of all equipment.

Establishes procedures for the control of the practice room(s).

Represents the school in all band business.

Maintains an active program that promotes sportsmanship and welcomes the competing teams and guests.

Responsible for the annual review of the band policy and staff handbook.

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Constantly evaluates the program, always seeking ways of improving interscholastic activities.

Presents recommendations for changes in band policies to the superintendent. These recommendations shall be acted upon by the Board of Education.

**SUPERVISORY RESPONSIBILITIES:**

Assistant Music Director if applicable

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

Valid Montana teacher’s certification with courses in organization and administration of band/music programs.

Previous experience as a director is desirable

Knowledge of, or ability to learn, current trends in music education, conducting techniques, and marching band trends.

Willingness to work extensive overtime.

Ability to write routine reports and correspondence.

Ability to establish and maintain effective working relationships with students, staff, and the community.

Ability to handle stressful situations. Ability to maintain confidentiality of employment and student matters.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints. The employee will work irregular hours while performing the duties of this job.

The noise level in the work environment is usually moderate but can be loud.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

**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 infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interaction which requires oral and written communication.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

History

Approved on: June 9, 2010

Revised on: