

REPORTS TO:	Building Principal, Head Band Director, and Fine Arts Coordinator
CLASSIFICATION:	Certified
FLSA STATUS:	Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of extra-duty staff.

JOB SUMMARY

Assists in administering the instrumental music program for the high school. Provides guidance and encouragement to help students profit from their participation. Promotes close working relationships with parents. Keeps the band director and principal informed of emerging issues.

The information contained in this job description is for compliance with the Americans 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 individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Provides leadership for the high school instrumental music program. Works with High School Head Band Director to organize and carry out a practice schedule. Coordinates assigned activities with the school calendar. Supervises all assigned activities and performances.
2. Helps develop routines for half-time shows, school events, and public service appearances. Helps coordinate activities with the color guard majorettes, and other special groups.
3. Helps develop and coordinate off-season activities (e.g. summer training clinics, etc.).
4. Establishes performance requirements, enforces academic requirements, and verifies each student's eligibility to participate in band.
5. Provides for band participation at extracurricular events including concerts, football games, basketball games, pep rallies, parades, and community events.
6. Assists with the implementation of band trips in accordance with district policy and regulations as well as student interest and ability. Arranges transportation, lodging, and meals for out-of-town events.
7. Complies with federal and state laws, State Board of Education rules, MSHSAA rules, and Board of Education policies.
8. Supports band booster club activities.
9. Assists with tryouts for the band; informs administration and participants of final selections.
10. Assists with the planning, rehearsing, and directing of musical experiences for the school and community with a minimum of three (3) evening performances per school year.
11. Cooperates with the school administration in providing music programs for school productions, graduation ceremonies, and, as appropriate, civic functions that enhance the students' performing experience.
12. Assists with preparing students and required documents for District and State auditions and competitions. Assists with making all arrangements.
13. Maintains an equipment inventory as directed. Assists with the cleaning and repair of instruments as directed. Ensures that equipment is safe to use and available when needed.
14. Assists in ordering supplies and materials necessary for band-related activities in accordance with established district procedures and budget allocations.
15. Prepares lessons that reflect accommodations for individual student differences.
16. Plans and uses appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
17. Creates an environment conducive to learning and appropriate for the physical, social, and emotional development of students.

18. Other duties as assigned by the principal or other administrative staff.

QUALIFICATION REQUIREMENTS: *The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.*

SUPERVISORY RESPONSIBILITIES

Volunteers and students involved in assigned activities.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. Valid Missouri Teaching Certificate
2. Minimum of three (3) years teaching experience
3. Demonstrates expertise in knowledge and teaching of instrumental music.
4. Current certificated staff member
5. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
6. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Strong communication, public relation, and interpersonal skills.
2. Ability to write reports and correspondence consistent with the duties of this position.
3. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
4. Ability to read, analyze, and interpret information.
5. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
6. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret a variety of information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
7. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.

- 8. Ability to work independently with minimum supervision.
- 9. Ability to use independent judgment and demonstrates initiative to act without being asked.

PHYSICAL DEMANDS: *The physical demands described here 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.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The demands of an extended workday (games, events, etc.) require a high level of physical endurance.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. The work environment may vary from extremely cold to extremely hot depending on the activity and the season of the year. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature	Date	Supervisor's Signature	Date
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