

REPORTS TO:	Building Principal and Fine Arts Coordinator
CLASSIFICATION:	Certified or Classified dependent upon qualifications of the person holding this position
FLSA STATUS:	Exempt or Non-Exempt dependent upon qualifications of the person holding this position
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

Works with participants to improve personal and teamwork skills. Promotes precision and school pride. Provides guidance and encouragement to help students profit from their participation. Keeps the band director informed about 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. Develops a budget and an outline of activities for the administration's approval.
2. Requisitions program supplies and equipment.
3. Provides for drumline participation at extracurricular events.
4. Works with Fine Arts Coordinator and High School Head Band Director to evaluate program needs.
5. Reviews procedures and schedules before the start of the season. Develops routines for school events, and public service appearances.
6. Encourages student involvement in program activities. Helps parents and students understand program objectives. Explains student responsibilities (e.g., scholastic eligibility, parental permission, physical exams, training/performance schedules, etc.).
7. Carries out a practice schedule as developed by the band director. Coordinates activities with the school calendar.
8. Maintains accurate records and submits reports on time.
9. Assumes the responsibility for the development of off-season activities (e.g., summer training, clinics, etc.)
10. Teaches precautions and procedures to help students prevent injuries. Promptly documents all injuries.
11. Evaluates individual and team performances. Develops and refines team routines.
12. Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
13. Participates in national, state, and/or regional activities that advance district goals.
14. Supervises approved fund raising projects. Works with building principal to ensure that all financial activities are processed through the proper student activity account.
15. Reports student discipline problems and other related concerns.
16. Organizes and implements drumline 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.
17. Complies with federal and state laws, State Board of Education rules, MSHSAA rules, and Board of Education policies.
18. Supports band booster club activities.
19. Organizes and conducts tryouts for the drumline; informs administration and participants of final selections. Maintains the integrity of the selection process.
20. Cooperates with the school administration in providing programs for school productions, and as appropriate, civic functions that enhance the students' performing experience.
21. Oversees scheduling and other arrangements for the rehearsals and performances in cooperation with the building principal.

22. Controls the storage and use of school-owned equipment and materials; makes minor adjustments and requests repairs as required.
23. Orders all supplies and materials necessary for drumline-related activities in accordance with established district procedures and budget allocations.
24. Plans and uses appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
25. Creates an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
26. 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 (preferred) or Missouri Substitute Teaching Certificate
2. Current district staff member (preferred)
3. Previous experience in Drumline as participant and/or coach or related position (preferred).
4. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
5. 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.

