



Head Band Director

FLSA Status:

Exempt

Qualifications:

Desire to continue career improvement by enhancing skills and job performance
Minimum of Bachelor's Degree

Certification and Licenses:

Missouri State Teaching Certificate
Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Salary Schedule:

Certified & Extra Duty
Stipend(s)

Experience:

Minimum 5 years teaching experience preferred

Reports to

Building Administrator

Terms of Employment

Teacher contract days with benefits according to Board policy.

Purpose Statement

Provides support to the instructional process by serving as a teacher with specific responsibility for supervising students within the classroom and other assigned areas; developing lesson plans and delivering group and/or individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parent or guardians regarding instructional program and student progress. Directs and manages the overall program of instrumental music and marching band for the district. Provides students with an opportunity to participate in extracurricular band activities and ensures compliance with all state and district requirements.

Essential Job Functions

- Abides by Missouri statutes, school board policies, and MSHSAA rules and regulations
- Upholds school rules and administrative regulations
- Attends meetings and performs duties as assigned by administrators or supervisors
- Participates in faculty, grade level and subject area committees and sponsorship of pupil activities
- Maintains a cooperative relationship with staff, students, and community
- Guides the learning process toward the achievement of curriculum goals and, in harmony with the goals, establishes clear objectives for all lessons, units, and projects to communicate these objectives to students
- Creates and implements a positive classroom environment
- Manages and maintains an orderly and safe classroom
- Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives
- Assesses the accomplishments of students on a regular basis and provides progress reports as required
- Directs high school instrumental performances

- Establishes performance requirements, enforces academic requirements, and verifies each student's eligibility to participate in band
- Provides for band participation at extracurricular events, including concerts, sporting events, pep rallies, and community events
- Organizes and implements 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.
- Supports band booster club activities
- Organizes and conducts tryouts for the band, informs administration and participants of final selections
- Plans, rehearses, and directs musical experiences for the school and community with a minimum of three evening performances per school year
- 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
- Oversees scheduling and other arrangements for the rehearsals and concerts in cooperation with the building principal
- Prepares students and required documents for district and state auditions and competitions
- Maintains an accurate inventory of school-owned instruments. Controls the storage and use of school-owned equipment and materials, makes minor adjustments and requests repairs to instruments as needed
- Submits budget needs annually to the building principal in accordance with established district procedures and budget allocations
- Orders all supplies and materials necessary for band-related activities in accordance with established district procedures and budget allocations
- Develops and implements plans for the instrumental music program and shows written evidence of preparation as required
- Prepares lessons that reflect accommodations for individual student differences
- Plans and uses appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned
- Consistent and regular attendance is an essential function of this position
- Ability to work to implement the vision and mission of the district

Other Job Functions

- Teachers will teach reading comprehension and six trait writing
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation
- Participates as a member of an IEP team, 504 team or other student assistance team as requested.
- Prepares lesson plans for use by a substitute teacher
- Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner
- Supports district/school decisions in a positive manner with the public, other staff, etc.
- Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting
- Reads, analyzes and interprets professional journals, state data, state standards, Board policy, administrative procedures and forms, and governmental regulations and guidance
- Maintains strict confidentiality
- Adheres to good safety practices
- All other duties as required or assigned

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age-appropriate activities; lesson plan requirements, stages of child development; and behavioral management strategies.

ABILITY is required to schedule activities, meetings and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing.

Conditions and Environment

Employee will be required to regularly work inside and outside, which may involve inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees. The noise level is quiet to loud. In-district and out-of-town travel required as necessary.