

Texas City Independent School District
P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Director of Bands
Job Description
December 2016

Reports to: Director of Performing and Visual Arts, High School Principal

Term: 226 Days

Status: Exempt

Primary Purpose:

Direct and manage the overall program of instrumental music for the district. Provide students with an opportunity to participate in extracurricular band activities and ensure compliance with all state, University Interscholastic League (UIL), and district requirements. Plan activities to achieve district, region, state and national recognition.

Qualifications:

Education/Certification:

Bachelor's degree from an accredited college or university required

Master's degree preferred

Valid Texas teaching certificate required

Special Knowledge/Skills:

Knowledge of overall operation of instrumental music program

Ability to manage budget and personnel

Knowledge of state and UIL policies governing band

Ability to implement policy and procedures

Ability to interpret data

Strong communication, public relations, and interpersonal skills

Experience:

Five years of successful band directing experience required

Demonstrated record of success at UIL Concert, Sightreading and Marching Contest required

Demonstrated record of success at festivals and state/national level contests preferred

Major Responsibilities and Duties:

Program Planning

1. Direct high school instrumental performers, including, but not limited to; marching band, concert band, solos, ensembles and TMEA auditions.
2. Coordinates and assists with band instruction at the high school, middle school and intermediate school on a daily basis.
3. Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in band.

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4. Provide for band participation at extracurricular events, including but not limited to; concerts, football games, pep rallies, parades, UIL activities and community functions.
5. Arrange transportation, lodging, and meals for out-of-town events.
6. Comply with federal and state laws, State Board of Education rules, UIL rules, and board policy in the band area.
7. Support band booster club activities and attend all functions conducted or sponsored by the booster club.
8. Obtain and use evaluative findings (including student achievement data) to determine program effectiveness and ensure that program renewal is continuous and responds to student needs.
9. Recommend policies to improve program.

Budget and Inventory

10. Ensure that programs are cost-effective and funds are managed wisely.
11. Compile budgets and cost estimates based on documented program needs.
12. Coordinate fundraising activities and manage funds.
13. Maintain current inventory of all fixed assets within department.
14. Oversee process of cleaning, repairing, and storing all band equipment.

Instruction

15. Develop and implement plans for instrumental music program and show written evidence of preparation as required.
16. Prepare lessons that reflect accommodations for individual student differences.
17. Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.
18. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
19. Conduct ongoing assessments of student achievement through formal and informal evaluations.
20. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
21. Cooperates with all district programs/departments (e.g., athletics, choir, theater, art, dance).

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Student Management

- 22. Apply and enforce student discipline in accordance with the Student Code of Conduct and student handbook.
- 23. Accompany and supervise students on all out-of-town trips.
- 24. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Communication

- 25. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
- 26. Maintain professional relationship with colleagues, students, parents, and community members.

Personnel Management

- 27. Assist with recruitment, selection, training, supervision, and evaluation of assistant band directors.

Supervisory Responsibilities:

Monitor the performance of assistant band directors.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent district and occasional statewide travel; prolonged and irregular hours; outdoor and indoor work; exposure to sun, heat, cold, and inclement weather.

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 skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____