



# Longview Independent School District

## JOB DESCRIPTION

### ASSISTANT DIRECTOR OF INSTRUMENTAL MUSIC

<b>JOB TITLE:</b>	Assistant Director of Instrumental Music	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Director of Instrumental Music	<b>TERMS:</b>	210 Days
<b>DEPARTMENT:</b>	Music	<b>PAY GRADE:</b>	Teacher Pay Schedule

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#### PRIMARY PURPOSE:

Assist the director with managing the overall program of instrumental music for the district; assist in providing students with an opportunity to participate in extracurricular band activities and ensure compliance with all state, University Interscholastic League (UIL), and district requirements; assist in planning activities to achieve district, region, and state recognition

#### QUALIFICATIONS:

##### Minimum Education/Certification:

Bachelor's degree from an accredited college or university in music or a closely related field

Valid Texas teaching certificate with required endorsements, and/or required training for subject and level assigned

Meet the "Highly Qualified" requirement under NCLB standards

##### Minimum Experience:

Minimum two years teaching experience, preferred

##### Special Knowledge and Skills:

- Knowledge of operations of music program
- Knowledge of state, district and UIL policies
- Ability to interpret district policies, procedures and data
- Strong communication, public relations, and interpersonal skills

#### MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist with direction of high school instrumental performers, including marching band, orchestra, concert band, soloist, and ensembles



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

2. Assist in establishing performance requirements, enforce academic requirements, and verify each student's eligibility to participate in band
3. Provide for band participation at extracurricular events, including concerts, football games, pep rallies, parades, and UIL activities
4. Assist with arrangements of transportation, lodging, and meals for out-of-town events
5. Comply with federal and state laws, State Board of Education rules, UIL rules, and board policy in the band area
6. Support band booster club activities
7. Assist with obtaining and the use of evaluative finds (including student achievement data) to determine program effectiveness and ensure that program renewal is continuous and responds to student needs
8. Recommend policies to improve the band program
9. Assist director to ensure that programs are cost-effective and funds are managed wisely
10. Assist with compiling budgets and cost estimates based on documented program needs
11. Assist in coordination of fundraising activities and management of funds
12. Assist with maintenance of current inventory of all fixed assets within the department
13. Assist in the process of cleaning, repairing, and storing all band equipment
14. Develop and implement plans for instrumental music program and show written evidence of preparation as required
15. Prepare lessons that reflect accommodations for individual student difference
16. Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations
17. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of learning styles and needs of students assigned
18. Conduct ongoing assessments of student achievement through formal and informal testing



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#### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

19. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students
20. Apply and enforce student discipline in accordance with the Student Code of Conduct and student handbook
21. Accompany and supervise students on in and out-of-town trips
22. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
23. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers
24. Maintain professional relationship with colleagues, students, parents, and community members
25. Maintain safety standards in conformance with federal, state, and insurance regulations
26. Comply with district policies, as well as state and federal laws and regulations
27. Adhere to the district's safety policies and procedures
28. Maintain confidentiality in the conduct of district business
29. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
30. Demonstrate regular and prompt attendance
31. Other duties as assigned

#### SUPERVISORY RESPONSIBILITIES:

Supervise assigned teacher aide(s) as required

#### EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment



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### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

**EVALUATION:** Performance Development Appraisal System (PDAS)

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ESTABLISHED/REVISED: June, 2009