



# Longview Independent School District

## JOB DESCRIPTION

### BAND DIRECTOR – MIDDLE SCHOOL

<b>JOB TITLE:</b>	Band Director - Middle School	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Director of Instrumental Music and Campus Principal	<b>TERMS:</b>	203 Days
<b>DEPARTMENT:</b>	Music	<b>PAY GRADE:</b>	Teacher Pay Scale

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#### PRIMARY PURPOSE:

Direct all middle school campus activities and instruction; assist LISD band program as directed by Director of Instrumental Music program; 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 campus, 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

##### Special Knowledge and Skills:

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

##### Minimum Experience:

Minimum two years teaching and band directing experience



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#### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Direct middle school instrumental performers, including marching band, concert band, soloist, and ensembles
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 school related extracurricular events, including concerts, pep rallies, UIL activities and TMEA activities
4. Assist with arrangements of transportation 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. Assist in 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
7. Recommend policies to improve the band program
8. Assist with compiling budgets and cost estimates based on documented program needs
9. Coordinate fundraising activities and management of funds
10. Maintain current inventory of all fixed assets within the department
11. Facilitate cleaning, repairing, and storing all band equipment
12. Develop and implement plans for instrumental music program and show written evidence of preparation as required
13. Prepare lessons that reflect accommodations for individual student difference
14. Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations
15. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of learning styles and needs of students assigned
16. Conduct ongoing assessments of student achievement through formal and informal testing



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

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

#### **SUPERVISORY RESPONSIBILITIES:**

Supervise assigned teacher aide(s) as required



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#### **EQUIPMENT USED:**

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

#### **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 and attendance at meetings, 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; frequent 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; work indoors and outdoors; must be able to lift 25 to 50 pounds

**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: July, 2013**