

South Tippah School District
Band Director
Job Description

Qualifications:

Bachelors Degree or higher in Education with endorsement in Music Instrumental

Reports To:

Principal/Assistant Principal

Job Goal:

To develop and implement an exemplary instrumental music program that will provide the best possible educational opportunities for each student band member

Duties & Responsibilities:

1. Ensures band program is consistently ranked among the top programs at the district and state levels
2. Directs high school instrumental performers, such as marching band, orchestra, concert band, soloists, and ensembles
3. Establishes performance requirements, enforces academic requirements, and verifies each student's eligibility to participate in band
4. Provides for band participation at extracurricular events, including concerts, football games, pep rallies, parades, and other school and district activities as requested
5. Creates an environment conducive to learning and appropriate for the physical, social, and emotional development of students
6. Obtains and uses evaluative findings (including student achievement data) to determine program effectiveness and ensure that program renewal is continuous and responds to student needs
7. Arranges transportation, lodging, and meals for all band events
8. Complies with all district, state, and other policies related to the area of band
9. Adheres to all financial policies of the district in regard to the collection and disbursement of money, expenses, and receipts
10. Maintains necessary records and completes required paperwork in a specified time and manner
11. Oversees the band auxiliary, ensuring all district policies are followed, and supports band auxiliary activities
12. Ensures that programs are cost-effective and funds are managed wisely
13. Compiles budgets and cost estimates based on documented program needs and presents budget requests to administration
14. Coordinates fundraising activities and manages funds in accordance with district policies
15. Oversees process of cleaning, repairing, and storing all band equipment
16. Maintains current inventory of all fixed assets within program
17. Applies and enforces student discipline in accordance with the Student Code of Conduct and student handbook
18. Supervises students in band halls and fields to ensure appropriate behavior
19. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
20. Accompanies and supervises students on the bus to and from all band events

21. Ensures that medical and safety requirements are followed
22. Establishes and maintains open communication by conducting conference with parents, students, principals, and teachers as needed
23. Coordinates with administration and other school officials in the scheduling of all band events and the use of school facilities in a collaborative manner
24. Adheres to all financial policies of the district in regard to the collection and disbursement of money, expenses, and receipts
25. Maintains necessary records and completes required paperwork in a specified time and manner
26. Appropriately maintains and secures confidential records and inquiries
27. Monitors the performance of associate and assistant band directors
28. Demonstrated professional behavior at all times with the students, parents, teachers, administrators, community, and the media; and works to resolve conflicts in a professional manner; adheres to the Mississippi Code of Ethics
29. Promotes the district's vision, mission, and goals
30. Performs other tasks and assumes other responsibilities as requested/assigned by the Principal, Assistant Principal, and Superintendent

Terms of Employment:

Salary and work year are determined by the School Board

Evaluation:

Performance in this position will be evaluated annually, by the Principal/Assistant Principal in accordance with provisions of the Board's policies on evaluation.

Approved by: _____

Date: _____

Agreed to by: _____

Date: _____