

TITLE: Instrumental Music Teacher/Band Director Supplement

- QUALIFICATIONS:**
1. Valid Alabama Certificate
 2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal

JOB DUTIES:

1. Direct complete organization and participation of students in each high school band event and all details related to successful presentations.
2. Plan and schedule all necessary practice.
3. Recommend to the principal the purchase of equipment, supplies, and uniforms as necessary.
4. Work closely with the principal in scheduling all performances and necessary travel details.
5. Create and maintain a budget for the year in coordination with the principal.
6. Oversee all fund raising activities and coordinates efforts of all booster clubs to ensure compliance with all bookkeeping standards.
7. Maintain all equipment and classroom materials associated with band at the high school or middle school.
8. Instruct students in general music as well as instrumental skills at both high school and middle school.
9. Prepare all students interested in auditioning for the Alabama All-State Band or honor bands and makes all necessary performance arrangements.
10. Plan for transportation arrangements in coordination with the principal for all performances of middle school or high school bands.
11. Ensure eligibility of all performing students.
12. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
13. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
14. Perform other duties as may be assigned.

Essential Duties

Job description are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT: 9-Month 10-Month 11-Month 12-Month

EXPECTED WORK DAY: 8 Hours

SALARY: According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

EVALUATION: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: _____ Date _____
Employee

Principal/Program Coordinator _____
Initials

Human Resource _____
Initials

BOARD APPROVED: 2/16/16