

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Assistant Band Director
Job Class Code: 7332
Pay Scale: per salary schedule

Reports to: Band Director
Work Schedule: per salary table
Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Assists in developing and implementing a program of instruction. This includes planning and directing experiences in large performing groups, technical instruction, chamber music, listening, and music theory.
- Assists in creating a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
- Assists in developing an appropriate and justifiable system for evaluation and grading of the students.
- Assists in preparing the band and other instrumental groups for appropriate public performances in keeping with the expectations of the director, school, principal, and community.
- Stress and exemplify good citizenship.
- Organize and discipline students at a high level during classes and at public events.
- Work with other fine arts instructors in the school system to insure a continuous and correlated development through all levels of fine arts instruction.
- Prepare and distribute materials that inform students and their parents the grade requirements and band policies, i.e. handbooks or printed handouts.
- Assist in assuming responsibility for coordinating all auxiliary or adjunct groups which perform with the band.
- Work with the director and principal in preparing a program budget.
- Work under supervision of the principal and director to raise necessary funds for financing the program, soliciting and organizing parental and community assistance where deemed necessary and advisable.
- Strive to maintain good relations between the instrumental music department and the remainder of the school. Attend faculty meetings and other school functions.
- Strive to maintain a professional and ethical image in all associations and circumstances with other directors, adjudicators, school personnel, etc.
- Strive to maintain and improve professional competence.
- Participate in professional learning opportunities and clinics.
- Maintain the highest possible standards for the instrumental music program.
- Maintain an intense and continuing interest in the welfare, safety and all around development of each student.
- Conduct field trips and outside of school activities in accordance with Board Policies.
- Strive to maintain good community relations.

MINIMUM QUALIFICATIONS

Education: GED or High School Diploma
Certification/Licensure: N/A

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.

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