

Christ the Teacher Catholic Schools

ROLE DESCRIPTION

400 – PERSONNEL & EMPLOYEE

CODE:

AP 480.02

SECTION:

RELATIONS

POSITION:

BAND DIRECTOR

1. Immediate Supervisor: Principals and Assigned Superintendent

2. Primary Function

The Band Director provides students with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical and social growth.

The Band Director shall be responsible for all official activities that the band will be involved with both during and after regular school hours.

3. Minimum Qualifications

- 3.1 Bachelor of Education Degree in Music.
- 3.2 Sound instrumental music background and some knowledge of vocal music.

4. Knowledge, Skills and Abilities

- 4.1 Strong organization, communication and interdisciplinary skills.
- 4.2 Must exhibit successful leadership, organization, public relations and business skills.
- 4.3 Ability to establish and maintain open lines of communication with students and their parents.

5. Performance Responsibilities

- 5.1 Acts as an advocate for the instrumental music program in each assigned school and the community.
- 5.2 Encourages excellence in the band program
- 5.3 Rehearses band sectionals, combined bands and group lessons.
- 5.4 Organizes the use of guest clinicians/soloists/conductors.
- 5.5 Prepares students for a minimum of two (2) community concerts per year.
- 5.6 Maintains the band ensemble music library.
- 5.7 Maintains a current inventory of band instruments including the assigned user.
- 5.8 Maintains of current inventory of band uniforms including the assigned user.
- 5.9 Prepares students for performance in band festivals.

- 5.10 Prepares students for performances at community activities, conventions and Division wide school sponsored activities.
- 5.11 Plans for, supervises, and chaperones (or arrange for same, including transportation to and from) all band activities such as: band camp, after-school and evening rehearsals, performances, contests, pep-rallies, trips, clinics, shows and sectionals.
- 5.12 Provides opportunities for students to hear quality performance of music.
- 5.13 Collects and processes data for awards program.
- 5.14 Advises and monitors all Band Booster activities.
- 5.15 Demonstrates interest and initiative in professional improvement.
- 5.16 Compiles, maintains and files all reports, records and other documents required.
- 5.17 Performs other related tasks/activities as assigned by the Principal.

6. Terms of Employment

Academic Year

7. Confidentiality

- 7.1 At no time should the Band Director discuss in public information pertaining to employees, students or the operation of the school division. The Band Director is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and The Local Authority Freedom of Information and Protection of Privacy Act.

Date Issued: November 21, 2007

Date Revised: January 3, 2014