Extra-Duty Job Description of High School Band Director

TITLE: High School Band Director

QUALIFICATIONS:
1. Certification as a teacher by the state education agency
2. Employment as a teacher by the Wake County Board of Education
3. Demonstrated knowledge and expertise in the area of instrumental music
4. Ability and willingness to work with students, faculty, parents and community
5. Interest in remaining apprised of new theories and techniques in the field
6. Such alternatives to the above qualifications as the Board may accept for a particular candidate.

REPORTS TO: School Principal

JOB GOAL: To assist the Board in the fair and just discharge of its obligation to students and staff through performance of the band director role over-and-beyond the duties of a classroom teacher.

PERFORMANCE RESPONSIBILITIES:

1. Act as educational leader for students participating in extra-curricular band activities.
2. Act as liaison between students, administration and parent booster groups (if applicable).
3. Attend meetings of booster groups and county-wide band directors.
4. Set rehearsal and performance schedules (Fall/Spring concerts, community performances) in cooperation with other school activities.
5. Design content of extra-curricular activities.
6. Coordinate communications/publicity for all related events.
7. Coordinate auditions for extra-curricular activity.
8. Coordinate selection, distribution and maintenance of uniforms.
9. Distribute and maintain school-owned instruments and equipment.
10. Plan field trips as appropriate within board policy.
11. Arrange transportation related to extra-curricular events.
12. Coordinate and facilitate concerts of extra-curricular activity.
13. Coordinate fundraisers with parent booster groups (if applicable) and maintain accurate records.
14. Participate in county-wide arts functions
15. Participate in appropriate competitions/adjudications (in- and out-of-system)
16. Collaborate with Arts colleagues on arts related functions within the school (e.g. Rehearsing/Conducting the Pit Orchestra for the Musical Theatre Production - coordinate with orchestra teacher if appropriate).
17. Coordinate and facilitate recruiting for the instrumental program.
18. Perform other duties as assigned by the school principal in keeping with Wake County Board of Education Policy and North Carolina Administrative Code and Statutes.

TERMS OF EMPLOYMENT: Extra-duty employment is on an annual basis. Remuneration is per the Board-approved schedule. Individuals who fulfill extra-duty assignments in the same field (e.g. High School Band, Middle School Band) will be compensated in that field on the level where the majority of time is spent. Individuals who fulfill extra-duty assignments in different fields (e.g. High School Choral, High School Drama) will be compensated in all appropriate fields.

EVALUATION: Performance is to be evaluated annually by the school principal.