



Mobile County PUBLIC SCHOOLS

Job Description Title – BAND DIRECTOR

SUPERVISED BY/REPORTS TO: Principal or his/her designee and/or the District Fine Arts Supervisor

FLSA Designation: Exempt

QUALIFICATIONS:

- Bachelor's degree in Instrumental Music with a GPA of 2.0 or higher.
- Alabama Teacher Certification in Instrumental Music.
- Candidates for High School Band Directors are recommended to have had experience as an Assistant or Associate Band Director or experience as a Middle School Head Band Director.
- Ability to be punctual and maintain regular attendance.
- General knowledge of computer usage and ability to use email, internet, word processing and related band computer software. Must learn other software used by the district.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job:

The employee is regularly required to speak and listen. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and video display terminal, or playing a musical instrument. The employee is occasionally required to stoop, kneel, or squat. The employee may regularly lift and/or move up to 25 pounds and occasionally lifts up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required to do the job. An employee must meet these to perform the essential functions of this job successfully and satisfactorily.

As a Director of Learning:

1. Teaches skills instrumental music (band, orchestra, instrumental ensemble) and in music appreciation, harmony, and explorations in music to secondary pupils.
2. Plans a balanced music program, and organizes class time so that preparation, rehearsal, and instruction can be accomplished within the allocated time.
3. Utilizes repertoire of all types of music literature, including traditional and contemporary, that are appropriate for the ages and skill levels of pupils.
4. Prepares for classes assigned and shows written evidence of preparation.
5. Encourages pupils to develop individual musical skills to the greatest extent possible.
6. Cooperates with school administration in providing musical programs for school related activities and community functions. Prepares at least two public concerts per school year.
7. Establishes clear outcomes for all lessons, class work and projects. The outcomes are communicated to students.

8. Supports a program of study, using a variety of instructional techniques, instructional media and technology.
9. Assesses the progress of students on a regular basis and provides progress reports as required.
10. Recognizes potential learning disabilities of students and seeks the assistance of qualified personnel.
11. Reasonably assists and instructs students interested in solo and ensemble performance, during after school hours.
12. Provides detailed plans for substitute teachers including lessons, schedules and rules regarding classroom organization, procedures, and individual student needs.

Relationships:

1. Participates in all district scheduled and approved activities for band directors and/or students.
2. Oversees scheduling and other arrangements for rehearsals and concerts with the building principal.
3. Assists with the instructional support at feeder schools. Works to recruit students from the feeder schools.
4. Attends all county and all district meetings scheduled by and for band directors.
5. Submits at least the top performing group for annual evaluation by a the MCPSS Band Director's Association.
6. Attends and participates in Alabama Association of Bandmasters activities, when desirable, and provide information and opportunity for qualified students to participate in student activities sponsored by ABA.
7. Prepares, provides, and presents to the principal and Fine Arts Supervisor a band handbook by July 30th annually.
8. Assists and cooperates with the Supervisor of Fine Arts in the preparation and implementation of new and existing programs.

Professional Attitude, Responsibility, and Participation:

1. Participates in community parades and activities mutually approved by the principal and the district's Fine Arts Supervisor. Band directors will attend all parades and all marching band related functions.
2. Supervises all after-school activities involving band students, such as concerts, rehearsals, parades, football games, contests, sectionals, summer band camp, etc. Takes all steps necessary and reasonable to protect students.
3. Advises and assists any band parent support group and their activities.
4. Secures and supervises transportation of students for special events.
5. Directs, assists, supervises, and monitors any fund-raising activities for the band program. Receipts all fund-raising monies according to MCPSS guidelines and timelines.
6. Maintains an up-to-date inventory of all school owned instruments, equipment, uniforms, and music for the band program. Cares for and maintains surveillance over all school-owned instruments, equipment, uniforms, and music for the band program in order to prevent loss or abuse. Protects equipment, materials, and facilities.
7. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
8. Orders all supplies and materials necessary for band-related activities in accordance with established MCPSS district procedures and budget allocations.
9. Maintains a must library with efficient classification and filing procedures.
10. Reviews current developments, literature and technical sources of information related to job responsibility. Maintains professional competence through in-service professional development.
11. Ensures adherence to good safety procedures in and out of the Band Room.

12. Follows all federal and state laws and School Board Policies.
13. Performs other duties as assigned by the principal, his/her designee or the Fine Arts Supervisor.

RESPONSIBILITIES AND ESSENTIAL DUTIES FOR RECEIVING BAND DIRECTOR SUPPLEMENT:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required to do the job. An employee must meet these to perform the essential functions of this job successfully and satisfactorily.

A. BAND DIRECTOR SUPPLEMENTS SUPPLEMENT FOR HIGH SCHOOL BAND DIRECTOR

There is a supplement for serving as high school band director above base 187-day salary if standards of work performance as specified in the following are met.

B. SUMMER SUPPLEMENT PAID TO HIGH SCHOOL BAND DIRECTOR

The band director is also eligible for supplemental pay for summer work to be paid only in the paychecks for June, July, and August. The total amount of supplemental pay for summer work will be the difference in the amount of the individual's 187-day salary schedule and the salary schedule amount if he or she were paid as a 12-month teacher. This amount will be reduced for days not worked regardless of reason using a per diem rate of pay that is equivalent to the 12-month teacher per diem rate. Days worked during weekends or holidays can be substituted for regular weekly workdays.

- ❖ *Assistant High School Band Directors are paid a supplement of for work during the regular 187-day school year only.*

High School Band Director Supplement Guidelines

A. First Semester Requirements

1. Marching Band Competition- or Festival Minimum of (1)
2. Veterans Day Parade/Labor Day Parade for scheduled year
3. Band Showcase when applicable
4. Winter Concert
5. 10% of band enrollment must tryout and complete tryout requirements for Mobile County High School Honor Band. Students must be enrolled in band second semester to participate in the concert.
6. Christmas Parade or civic event
7. Band directors will submit a schedule and timeline to the Fine Arts Supervisor by July 30th for the requested list above. With approval of the principal and fine arts supervisor, band directors will receive a portion every month.

B. Second Semester Requirements

1. MCPSS Band Contest
2. 5% of band enrollment complete the audition for Alabama All-State Band
3. Mobile City or County Mardi Gras Parades- Minimum of (2)
4. ABA Solo and Ensemble Festival (Furnish fine arts supervisor with copies of student performance rating forms)
5. Spring Concert and Recruitment Concert
6. Academics First- Eligibility Requirements
7. Graduation Activities
8. Judge for middle school honor band tryouts
9. Band directors will submit a schedule and timeline to the Fine Arts Supervisor by October 31st for the requested list above. With approval of the principal and Fine Arts Supervisor, band directors will receive a portion every month.

SUMMER GUIDELINES

High School Band Directors

1. General Responsibilities

- Summer supplemental will begin the day after the school year ends.
- Directors will be required to work an eight-hour day. In the case of a four-day workweek a 10-hour day will be required. Hours may be split between mornings and evenings.
- A weekly schedule for the summer will be submitted to the Principal and Fine Arts Supervisor.
- Directors will sign a timecard daily

2. May

- Finalize fall calendars and schedules
- Assign times for student private or group instruction
- Submit budget for year
- Plan fundraising activities
- Meet with boosters to inform them of the calendar, budget, and other needs
- Water practice field, cut grass if needed
- Check out school owned instruments to students
- Academics First

3. June/July

- Take equipment inventory
- Repair equipment
- Prepare for All-State tryouts
- Select contest music
- Meet with band leaders to go over procedures and calendar
- Begin individual and group lessons
- Monitor color guard activities
- Finalize bus schedule for football games, parades, or concerts
- Begin evening rehearsals
- Line practice field
- Rookie Camp
- Full Band Camp

4. August

- Re-check eligibility
- Bus roster
- County Band Directors Meeting

Middle School Band Directors – FOR SUPPLEMENTAL PAY SEE THE SALARY SCHEDULE

1. *Middle school band directors will be paid a supplement upon meeting minimum program standards by the board and when validated by the principal and Fine Arts supervisor. Directors should conduct weekly after school band rehearsals or sectionals to ensure preparation for concerts, assessment, individual student achievement and program success. Middle school band directors should conduct extensive recruitment at each feeder school for the purpose of maintaining satisfactory enrollment. Band Directors will serve as adjudicators for the Mobile County Honor Band Festival and will prepare and present a minimum of two concerts yearly consisting of a winter and spring program. Students at all skill levels should be given the opportunity to perform.*

2. *A bonus will be paid middle school band directors who lead their bands to compete in both district competition and student participation in the Mobile County Honor Band Festival concert. This bonus will be paid at the end of the school year upon request of the band director and only when validated by the principal and fine arts supervisor. This supplement is to be paid on the June payroll.*

OTHER DUTIES:

Participates in various student and parent activities of the school, including, but not limited to, PTA or PTO, student clubs, and after school activities. Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Is exposed to weather conditions (i.e., cold and heat) when teaching outside the building.
- Is exposed to various noise levels in the band room and gymnasium when practicing there.
- May be exposed to humidity, wind, and pollen when teaching outside.
- May be exposed to bloodborne pathogens.
- May travel to other school campuses in-district and out-of-district for band related functions.

SUPERVISORY RESPONSIBILITIES

Assistant Band Directors and Student Teachers

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified Employees. Evaluation will be conducted by the building principal or his/her designee.

TERMS OF EMPLOYMENT

9-months (187 days) 7 hours per day usually Monday through Friday. Daily work schedule will be determined by the principal or his/her designee. Work assignments and schedules are subject to change. **Subject to requirements for required Summer Work listed earlier in this document.** At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.