

**BALD KNOB SCHOOL DISTRICT
POSITION
GUIDE AND JOB RESPONSIBILITIES**

Position Title: Band Director

Contract: Extended Contract (20 Days)

Salary: Per Certified Salary Schedule

Primary Function: To serve as the Band Director and comply with all District policies related to certified personnel. Direct and manage the overall program of instrumental music for the district. Provide students with an opportunity to participate in regional and state activities. Assignment can be changed based on District need and license of employee.

Illustration of responsibilities and key job duties:

Program Planning

- Teach junior high and high school instrumental ensembles, such as marching band, concert band, and jazz band
- Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in band
- Prepare appropriate ensembles for participation in events such as concerts, football games, pep rallies, parades, and ASBOA activities
- Arrange transportation, lodging, and meals for out-of-town events
- Comply with federal and state laws, State Board of Education rules, ASBOA and AAA rules, and board policy
- Work with band boosters, and support booster activities
- Obtain and use evaluative findings (including student achievement data) to determine program effectiveness and ensure that program renewal is continuous and responds to student needs
- Recommend policies to improve program

Budget and Inventory

- Ensure that programs are cost-effective and funds are managed wisely
- Compile cost estimates based on documented program needs
- Coordinate fundraising activities and manage funds
- Follows established procedures for fundraising and receipting/depositing funds.
- Maintain current inventory of all fixed assets within department
- Oversee process of cleaning, repairing, and storing all band equipment

Instruction

- Develop and implement plans for instrumental music program and show written evidence of preparation as required
- Prepare lessons that reflect accommodations for individual student differences
- Present subject matter according to guidelines established by the Arkansas Department of Education, board policies, and administrative regulations
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned
- Conduct ongoing assessments of student achievement through formal and informal testing

- Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students

Student Management

- Apply and enforce student discipline in accordance with the Student Code of Conduct and student handbook
- Accompany and supervise students on out-of-town trips
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
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Communication

- Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers
- Maintain professional relationship with colleagues, students, parents, and community members
- Maintain confidentiality

Special Assignments: The Band Director may be assigned other duties relevant to his/her assignment not specifically listed in this position guide.

Organizational Relationships: The Band Director will report to the respective Building Principal(s). Band Director must be viewed as a professional responsibility and all of the duties of the assignment must be conducted in adherence with the policies, rules, and regulations of the Bald Knob Public Schools Student Handbook and school board policies.

Position Holder Qualifications: The Band Director will hold a valid Arkansas teaching license for the teaching assignment or be compliant with Arkansas law/regulation that allows for completing required licenses. Not meeting Arkansas licensing requirements will result in termination or nonrenewal to protect the school/district accreditation.

Employee Evaluation: The Band Director will be evaluated according to District policy and Arkansas law for certified employees.

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