

**TITLE:** Instrumental Music Teacher/Assistant Band Director Supplement

**QUALIFICATIONS:**

1. Valid Alabama Certificate
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Principal/Band Director

**JOB DUTIES**

1. Assist in the direction of complete organization and participation of students in each high school band event and all details related to successful presentations.
2. Assist with plans and schedules of all necessary practice.
3. Assist with the purchase of equipment, supplies, and uniforms as necessary.
4. Assist with scheduling all performances and necessary travel details.
5. Assist in the creation and maintaining of a budget for the year.
6. Assist with all fund raising activities and coordination efforts of all booster clubs to ensure compliance with all bookkeeping standards.
7. Assist with maintaining all equipment and classroom materials associated with band at the high school or middle school.
8. Instruct students in general music as well as instrumental skills at both high school and middle school.
9. Prepare all students interested in auditioning for the Alabama All-State Band or honor bands and makes all necessary performance arrangements.
10. Plan for transportation arrangements in coordination with the principal for all performances of middle school or high school bands.
11. Ensure eligibility of all performing students.
12. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
13. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
14. Perform other duties as may be assigned.

