



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV26847
304-257-1011/FAX304-257-2453

JOB DESCRIPTION

JOB TITLE: Band Director

Qualifications:

- WV Professional Teaching Certificate
- Endorsement in Music PK-AD
- Special Criteria: Band director experience
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

Reports to: Principal

Primary Purpose:

Direct and manage the overall program of instrumental music. Provide students with an opportunity to participate in extracurricular band activities and ensure compliance with all state, district, and school requirements. Plan activities to achieve district, region, and state recognition.

Special Knowledge/Skills:

- Knowledge of overall operation of instrumental music program
- Ability to manage budget
- Knowledge of state and local policies
- Ability to implement policy and procedures
- Strong communication, public relations, and interpersonal skills

Responsibilities and Duties:

Program Planning

1. Direct high school instrumental performers, such as marching band, orchestra, concert band, soloists, and ensembles.
2. Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in band.
3. Provide for band participation at extracurricular events, including concerts, football games, pep rallies, parades, and other activities.
4. Arrange transportation, lodging, and meals for out-of-town events.
5. Comply with federal and state laws, State Board of Education rules, school rules, and board policy in the band area.
6. Oversee band booster club, and support band booster club activities.
7. 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.
8. Recommend policies to improve program.

Budget and Inventory

9. Ensure that programs are cost-effective and funds are managed wisely.
10. Compile budgets and cost estimates based on documented program needs.
11. Coordinate fundraising activities and manage funds.
12. Maintain current inventory of all fixed assets within department.
13. Oversee process of cleaning, repairing, and storing all band equipment.

Instruction

14. Develop and implement plans for instrumental music program and show written evidence of preparation as required.
15. Prepare lessons that reflect accommodations for individual student differences.
16. Present subject matter according to WV guidelines.
17. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
18. Conduct ongoing assessments of student achievement through formal and informal testing.
19. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.

Student Management

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

Communication

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

Personnel Management

26. Other duties as assigned.