Job Title: Director of Bands

Basic Function: Directs and manages the overall program of instrumental music and marching band for the district. Provides students with an opportunity to participate in extracurricular band activities and ensures compliance with all state and district requirements. Plans activities to achieve district, region, and state recognition. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

Representative Duties:

Essential Functions:

- Directs high school instrumental performances including marching band, orchestra, concert band, jazz band, soloists, and ensembles.
- Teaches skills, knowledge, and a working understanding of the curriculum designated by Fowler Unified School District.
- Serves in a District Wide team to create a P-12 vision and program for student engagement.
- Coordinates grades P-12 articulation with feeder school administration.
- Establishes performance requirements, enforces academic requirements, and verifies each student’s eligibility to participate in band.
- Provides for band participation at extracurricular events, including concerts, football games, pep rallies, parades, and community events.
- Organizes and implements band trips in accordance with district policy and regulations as well as student interest and ability.
- Arranges transportation, lodging, and meals for out-of-town events.
- Complies with federal and state laws, State Board of Education rules, and Board of Education policies.
- Supports band booster club activities.
- Organizes and conducts tryouts for the band; informs administration and participants of final selections.
- Plans, rehearses, and directs musical experiences for the school and community with a minimum of two evening performances per school year.
- Cooperates with the school administration in providing music programs for school productions, graduation ceremonies, and, as appropriate, civic functions that enhance the students’ performing experience.
- Oversees scheduling and other arrangements for the rehearsals and concerts in cooperation with the principal.
- Prepares students and required documents for District and State auditions and competitions.
- Maintains an accurate inventory of school-owned instruments.
- Controls the storage and use of school-owned equipment and materials; makes minor adjustments and requests repairs to instruments as required.
- Submits budget needs annually to the principal in accordance with established timelines and guidelines.
- Orders all supplies and materials necessary for band-related activities in accordance with established district procedures and budget allocations.
- Develops and implements plans for the instrumental music program and shows written evidence of preparation as required.
- Prepares lessons that reflect accommodations for individual student differences.
- Plans and uses appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- Creates an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Other duties as assigned by the principal or other administrative staff.

**Knowledge and Abilities:**

- Strong communication, public relation, and interpersonal skills.
- Ability to write reports and correspondence consistent with the duties of this position.
- Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback
- Ability to read, analyze, and interpret information.
- Ability to effectively present information and respond to questions, inquiries, and/or complaints.
- Displays courtesy, tact, and respect when dealing with others.
- Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.
- Ability to interpret a variety of information furnished in written, oral, diagram, or schedule form.
- Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.
- Maintains appropriate confidentiality.
- Promotes a harassment-free environment.
- Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
- Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
- Ability to learn and upgrade job skills in order to meet changing demands of the position.
- Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
- Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
• Ability to work independently with minimum supervision
• Ability to use independent judgment and demonstrates initiative to act without being asked.

**Education/Licenses/Experience:**

• Valid California Teaching Certificate.
• Minimum of five (5) years teaching experience.
• Demonstrates expertise in knowledge and teaching of instrumental music.
• Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
• Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

**Working Conditions:**

**Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees experience constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. The work environment may vary from extremely cold to extremely hot depending on the activity and the season of the year. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

**Physical Demands:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. The demands of an extended workday (games, events, etc.) require a high level of physical endurance.

<table>
<thead>
<tr>
<th>Classification: 33</th>
<th>Number of Days: 205</th>
<th>Board Approval: 6/14/2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revised: 05/2023</td>
<td>FLSA Classification: Non-Exempt</td>
<td>Certificated Bargaining Unit Position</td>
</tr>
</tbody>
</table>

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The district does not discriminate based on disabilities.