Extra Duty - Color Guard Director

Purpose Statement
The job of Extra Duty - Color Guard Director is done for the purpose/s of creating a Color Guard team that performs at competitions; creating choreography for the performances; instructing students in fundamentals and advanced flag technique; supervising students at any Color Guard event; overseeing the budget; and planning for the program.

This job reports to Director of Fine Arts

Essential Functions
• Arranges transportation, lodging and meals for all co-curricular events for the purpose of ensuring all trip necessities are provided.

• Attends a variety of supporting activities (e.g. parent orientations, recognition events, banquets, fundraising events, etc.) for the purpose of providing information regarding the program and/or recognizing participants accomplishments.

• Creates choreography for the purpose of enhancing competitive routines while maintaining and challenging student abilities.

• Develops and promotes off season programs and opportunities for the students (e.g. summer training, clinics, camps, etc.) for the purpose of strengthening and improving the skills of students and the program.

• Develops a plan of action for fundraising and budgeting for the purpose of maintaining and balancing activity accounts.

• Instructs students in routines and techniques for the purpose of teaching and improving fundamental skills.

• Maintains open communication with students and parents for the purpose of ensuring everybody is well informed of the responsibilities of the students as part of the program.

• Organizes and conducts tryouts for the Color Guard and relays final decision to participants and administrations for the purpose of maintaining communication and building a strong team.

• Partners with the Fine Arts Director and High School Band Director for the purpose of evaluating program needs.

• Provides Color Guard participation at extracurricular events (e.g. football games, pep rallies, parades and community events, etc.) for the purpose of providing support and school spirit.

• Reviews schedules, procedures and develops routines for the purpose of creating an organized, unified program.

• Supervises students at any extra curricular events for the purpose of ensuring proper student behavior in accordance with Board policies.

Other Functions
• Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities

SKILLS are required to perform single tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; applying pertinent laws, codes, policies, and/or regulations; coordinating activities with other schools, districts and/or agencies; facilitating program goals; organizing and communicating information and concepts; and overseeing financial transactions.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: equipment used in activity/program; pertinent laws, codes, policies, and/or regulations; and relevant professional standards and practices.

ABILITY is required to schedule activities and/or meetings; Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied educational and cultural backgrounds; dealing with frequent interruptions; meeting deadlines and schedules; providing leadership, direction, and team building; providing opportunities for the exchange of ideas; setting priorities; and working extended hours that may include evenings and/or weekends.

Responsibility

Responsibilities include: leading, guiding, and/or coordinating others; operating within a defined budget. utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is desired.
Education: High school diploma or equivalent.
Equivalency: WGI, DCI, College Marching Band, etc.

Required Testing: Certificates and Licenses

Continuing Educ. / Training: Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status Approval Date Salary Grade
Not Rated 8/8/2019 Extra Duty - G

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.