Extension of Duty - Band Assistant Director - High School

**Purpose Statement**

The job of Extension of Duty - Band Assistant Director - High School is done for the purpose/s of assisting the Band Director with the marching bands season, festivals and competitions; symphonic band; solo and ensemble festivals. The Assistant Band Director also coordinates department events, including concerts, district and state competitions and festivals.

This job reports to Director of Fine Arts

**Essential Functions**

- Attends band department co-curricular events (e.g. pep band, jazz band, etc.) for the purpose of enhancing student and community experience.
- Attends and collaborates band participation at co-curricular events for the purpose of supporting, monitoring and directing students.
- Co-directs marching band and symphonic band (e.g. leading woodwinds sectional, etc.) for the purpose of giving individualized instruction to students.
- Coordinates with band director on band department marching events (e.g. color guard, winter guard, drum line, etc.) for the purpose of enhancing student and community experiences.
- Creates an environment conducive to learning for the purpose of physical, social and emotional development of students.
- Develops and coordinates off season activities for the purpose of constantly improving student skills.
- Evaluates student performing groups for the purpose of giving valuable feedback and critique of the performances.
- Manages and coordinates with staff for the purpose of creating a positive culture within the department.
- Manages the equipment for the purpose of making sure all items required for the event are accounted for.
- Prepares students for District and State auditions and competitions for the purpose of setting students up for success, while following MSHSAA guidelines.
- Schedules individual or group sessions (e.g. solo, small ensemble, etc.) for the purpose of individualized instruction to enhance student skill level.
- Selects music for performances for the purpose of selecting challenging and appropriate level of material.
- 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 successfully perform the functions of the job. 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 drill technique.

KNOWLEDGE is required to perform basic math; 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; relevant professional standards and practices; basic music theory, performance, individual instrument knowledge.

ABILITY is required to schedule a number of activities, meetings, and/or events; Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. 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: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact 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, and some fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations.

Experience: Job related experience with increasing levels of responsibility is desired.
Education: Bachelors degree in job-related area.
Equivalency: .

Required Testing: 
Certificates and Licenses
Missouri Teaching Certificate

Continuing Educ. / Training:
Maintains Certificates and/or Licenses

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status Approval Date Salary Grade
Exempt 7/1/2020 Extra Duty - C

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.