

***Sheffield City Schools***  
***Job Description – Band Director***

**POSITION TITLE:** Band Director

**QUALIFICATIONS:** Must hold a valid Alabama teaching certificate as set by state certification authorities

**REPORTS TO:** Principal

**JOB GOAL:** To guide students to achieve musical expression and understanding

**PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:**

1. Develop and implement a program of instruction based upon the goals and objectives of the Sheffield City Instrumental Music Curriculum Guide. This includes planning and directing experiences in large performing groups, technical instruction, chamber music, listening, and music theory using the secondary Curriculum Guide as a model.
2. Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
3. Develop an appropriate and justifiable system for evaluation and grading of the students.
4. Prepare the band and other instrumental groups for appropriate public performances in keeping with the expectations of school, principal and community.
5. Stress and exemplify good citizenship.
6. Organize and discipline students at a high level during classes and at public events.
7. Work with other band directors in the school zone to insure a continuous and correlated development through all levels of band instruction.
8. Prepare and distribute material that informs students and their parent's grade requirement and band policies, i.e. handbooks or printed handouts.
9. Assume responsibility for coordinating all auxiliary or adjunct groups which perform with the band as stipulated in Board guidelines pertaining to these groups.
10. Work with the principal in preparing a program budget.
11. Follow proper purchasing procedures.
12. Work under supervision of the principal, to raise necessary funds for financing the program, soliciting and organizing parental and community assistance where deemed necessary and advisable.
13. Insure proper maintenance and use of instrumental music facilities.
14. Insure proper inventory, use of maintenance of supplies, materials, and equipment.
15. Strive to maintain good relations between the instrumental music department and the remainder of the school. Attend faculty meetings, and other school functions.
16. Strive to maintain a professional and ethical image in all associations and circumstances with other directors, adjudicators, school personnel, etc.
17. Strive to maintain and improve professional competence, and maintain good community relations.
18. Attend in-service meetings and clinics.
19. Have a strong desire to maintain the highest possible standards for the instrumental music program.
20. Have an intense and continuing interest in the welfare, safety and all around development of each student. Insure fair and impartial treatment of all students in the instrumental music program.
21. Conduct field trips and outside of school activities in accordance with Board Policies.
22. Strive to maintain good relations with related organizations such as the cheerleaders, athletics and booster clubs.
23. Publish and distribute a calendar or Band Events (including County-Wide Events) which coordinates with all other school events.

**SALARY:** Applicable Teacher's Salary Schedule plus appropriate supplements

**EVALUATION:** Performance of the job will be evaluated in accordance with Board policy.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.