

MARION COUNTY JOB DESCRIPTION

Position Title: Assistant Band Director

Class Code: **6404, 8406**

Department: Instruction

Reports to: Principal of School or Designee

Approved by: Marion County Board of Education

Date: November 2024

SUMMARY: To provide students with varied opportunities to learn about and enjoy music experiences as a performer and/or as a listener

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Provides individual and small group instruction in order to adapt to the needs of each pupil
- Attends and assists with rehearsals, performances, and competitions
- Instructs all student participants in the proper fundamentals of performance
- Controls the storage and use of school-owned property; makes minor adjustments and requests repairs to instruments as required
- Establishes and maintains within Board Policy and administrative procedures, standards of pupil behavior that will provide an orderly productive environment during rehearsals and performances
- Evaluates each pupil's musical growth and performance, assessing each individual's contribution to the performance of the group
- Communicates with parents on pupil progress
- Supervises participants immediately before, during, and after practice and competitions, as well as during required travel
- Demonstrates positive interpersonal relationships with students, staff, administrators, and parents/community
- Maintains a professional awareness of current literature relating to assignment, including working knowledge of state and federal law, Board policy and administrative regulations
- Maintains professional conduct and serves as a role model when representing the district during school functions

SUPERVISORY RESPONSIBILITIES: Students assigned by the band director

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Kentucky certification preferred; OR
- Classified employee exempt from overtime requirements; OR
- Meets the requirements of paraprofessional personnel
- Has met the requirements of a criminal records check as specified by Kentucky state law

- Has met the health requirements as specified in district personnel policy

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before students, staff, administrators, and parents/community.

TECHNOLOGY SKILLS: Ability to use technology, access and manipulate data, enhance professional growth and productivity, and communicate with students, staff, administrators, and parents/community.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES: Has demonstrated a high level of musicianship in both the knowledge and performance areas. Has the ability to work with students, staff, administrators, and parents/community to promote effective band programs. Has demonstrated the potential and/or ability in organizing and conducting concert band performance.

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 frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds. The employee is directly responsible for safety, well-being, or work output of other people. Employee may travel from one building to other sites.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK 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.

The noise level in the work environment is moderate to loud. Duties are performed indoors and outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of all the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.