

EHS Band Administrative Assistant Position

2 messages

Reginald Smith-Kelley <reginald.smith@etown.kyschools.us>

Wed, Jul 15, 2026 at 11:02 PM

To: Joshua Henderson <josh.henderson@etown.kyschools.us>, Derisa Hindle <derisa.hindle@etown.kyschools.us>, Nora Gocking <nora.gocking@etown.kyschools.us>

Greetings, Mr. Henderson,

This request is to the Elizabethtown Board of Education to establish a new administrative assistant position for the Elizabethtown High School Marching Band Director. This is an essential step toward sustaining the program's growth and success. The marching band program is growing, and specialized support is now necessary to manage the increasing logistical and administrative demands required for the ensemble to function effectively.

Establishing this administrative assistant role will allow the director to focus exclusively on musical instruction and student development. By centralizing these tasks, the band department can ensure that communications remain consistent and that travel arrangements are managed with precision.

Duties outlined in this position are:

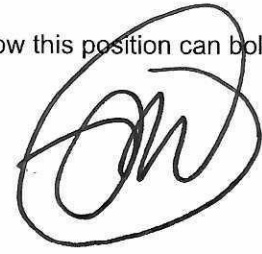
Logistical coordination. Scheduling detailed travel arrangements for away games, regional competitions, and overnight trips requires significant planning that the director currently handles alone.

Communication management. Consistent parent outreach involving practice schedules, financial commitments, and volunteer sign-ups will ensure that families remain well-informed throughout the season.

Financial recordkeeping. Tracking student fees and equipment repair budgets will provide the director with accurate data to support long-term departmental planning.

Funding for this position will be provided through the Band Boosters. This fund will be paid to the Elizabethtown School District to endow the \$2500 stipend. It recognizes the necessity of this support while ensuring the program remains sustainable for students and staff alike.

I appreciate your time and dedication to our students and look forward to discussing how this position can bolster our high school band organization.



Respectfully,



Reginald Smith-Kelley

Band Director / Music Teacher



ELIZABETHTOWN
HIGH SCHOOL

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Joshua Henderson <josh.henderson@etown.kyschools.us>

Thu, Jul 16, 2026 at 8:41 AM

To: Reginald Smith-Kelley <reginald.smith@etown.kyschools.us>

Cc: Derisa Hindle <derisa.hindle@etown.kyschools.us>, Nora Gocking <nora.gocking@etown.kyschools.us>

Approved to move to the board.

[Quoted text hidden]



Josh Henderson

Principal

ELIZABETHTOWN
HIGH SCHOOL



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