

## North Monterey County Unified School District

### POSITION DESCRIPTION

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Position Title:	Color Guard/Drum Advisor
Department:	N/A
Reports To:	Band Director

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#### **SUMMARY:**

The Color Guard instructor coordinates the preparations, exercises, and activities of the school marching band's auxiliary unit, the Color Guard. The instructor prepares and directs the unit for independent performance and competition, as well as for performances integrated within the larger marching band. The Color Guard/Drum Advisor will be evaluated annually by the administrator on his or her performance of duties.

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

#### **SAMPLE DUTIES AND RESPONSIBILITIES:**

1. Assist in adjudication of new student try-outs; Designates/coordinates the students into the various subgroups (e.g. majorette, flags).
2. Prepares warm-up routines/practice exercises for the unit;
3. Choreographs, arranges, and implements color guard routine(s), both as an integrated part of the marching band, and as an independent unit.
4. Schedules and conducts extra rehearsals for the unit, in addition to the scheduled evening marching band rehearsals.
5. Schedules separate competition events as the unit transitions its status from an attachment of the marching band to an independent competition entity (e.g., "Winter Guard") during the winter season;
6. Establish communication with parents of color guard students and organize their efforts in support of the unit.
7. Experience working with school-aged students required; preferably at high school level.
8. Maintains an acceptable attendance record and is punctual.
9. Plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties. Sensitivity to characteristics and needs of all children.
10. Ability to manage equipment/materials.
11. Ability to implement policy and regulations.
12. Other related duties, as assigned, to assist the Band Director prepare students for competitions and public appearances, including parades and reviews.

#### **QUALIFICATIONS/TRAINING/EXPERIENCE**

1. Possession of a valid CA teaching credential or equivalent.
2. Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
3. Documentation of a clear criminal record.
4. Complies with drug-free workplace rules and board policies.
5. Successful completion of all pre-requisite training for advisors by the North Monterey County Unified School District.

6. Understanding of the principles of student growth, development, and learning, and of how to promote a positive co-curricular program.
7. Positive leadership ability.
8. Determination to develop the best possible educational and co-curricular programs for all students; embracing diversity.
9. Oral and written skills.
10. Interpersonal skills using tact, patience and courtesy.
11. Has substantial knowledge of the technical aspects of the related activity and is willing to examine new theories and procedures important to the field.
12. Must possess effective leadership techniques and skills.
13. Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.
14. Valid California Driver's License and a signed DMV pull notice authorization prior to driving a district vehicle.

### **DESIRABLE QUALIFICATIONS**

1. Background in marching band auxiliary performance.
2. Experience in the skills of the various sub groups of the color guard unit (e.g. flags, majorette).
3. Experience in composing and choreographing routines for the various color guard units.
4. Background in a drums corps or spirit organization preferred.
5. Background in instruction/adjudication of a drum corps or spirit organization preferred.
6. Demonstrates professionalism and contributes to a positive work environment.
7. Organizes tasks and manages time effectively.
8. Skillfully manages individual, group, and organizational interactions.
9. Effectively uses verbal, nonverbal, writing, and listening skills.
10. Averts problem situations and intervenes to resolve conflicts.
11. Exhibits consistency, resourcefulness, and resilience.
12. Exercises self-control and perseverance when dealing with students.
13. Collaborative and problem solving orientation.

### **WORKING CONDITIONS**

Mental Demands: problem solving, flexibility, evaluating, organizing, consulting, planning, coordinating, implementing, and presenting. Duties may require working extended hours. Duties may require working under time constraints to meet deadlines.

Physical Demands: sitting, standing, walking, writing, talking, and demonstrating, ability to carry up to 50 pounds on an intermittent basis

Environmental Conditions: inside, outside, working with students and within an environment of regular and sustained loud noise.

**The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.**

Board Approved: July 21, 2016