

North Monterey County Unified School District

POSITION DESCRIPTION

Position Title:	Jazz Band Director
Department:	Educational Services
Reports To:	Principal

SUMMARY:

Direct and manage the overall Jazz Band Program for the school. Provide students with an opportunity to participate in extracurricular band activities and ensure compliance with all state, and district requirements and plans activities to achieve district, region, state, and national opportunities for students. The Jazz Band Director 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. Develops and implement plans/units of study for Jazz Band and shows evidence of preparation as required for instruction and implementation of that curriculum.
2. Prepares lessons that reflect accommodations for individual student differences.
3. Presents subject matter according to the guidelines established by board policies, and administrative guidelines.
4. Plans and uses appropriate instructional and learning strategies, activities, materials and equipment that reflects an understanding of the learning styles and needs of students assigned.
5. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
6. Uses and conducts ongoing formative and summative assessments to inform instruction and focus on critical areas for program improvement across the grade level.
7. Apply and enforce student discipline in accordance with board policy and administrative guidelines.
8. Accompany and supervise students at performances and out-of-town trips.
9. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
10. Establishes performance requirements, enforces academic requirements, and verifies each student's eligibility to participate in activities associated with band.
11. Provide band participation at extracurricular events, i.e. Pep rallies, football games, parades, concerts, and state/regional/national activities.
12. Ensure that the programs are cost-effective and funds are managed wisely.
13. Compiles budget and cost estimates based on documented program needs.
14. Maintains current inventory of all fixed assets within the department.
15. Oversees process of cleaning, repairing, and storing all band equipment.
16. Complies with federal and state laws, Board Policies and Administrative Regulations with the band program.
17. Establish and maintain open communications by conducting conferences with parents, students, principals, and teachers.

18. Maintains professional relationships with colleagues, students, parents, and community members.
19. Promotes collaboration and positive interactions among band members.
20. Maintains confidentiality.
21. Disseminates information to Principal and other imperative communications.
22. Attends and actively participates to complete projects as a part of scheduled workshops/meetings.
23. Familiarity with computer assisted programs to support instruction.
24. Remains informed of technological innovations and their application to curricula.
25. Maintains professional competence through participation in in-service education activities provided by the district and in self-selected professional growth activities.

Qualifications/Training/Experience

1. Understanding of the principles of student growth, development, and learning, and of how to promote a positive, appropriate learning environment.
2. Bachelor's degree from an accredited college or university.
3. Current and active CA teaching credential in subject matter.
4. Positive leadership ability.
5. Determination to develop the best possible educational program for all students; embracing diversity.
6. Focus on instructional improvement that is founded in best practice.
7. Possess a valid CA driver's license and a signed DMV pull notice prior to driving a district vehicle.

DESIRABLE QUALIFICATIONS

1. Sensitivity to characteristics and needs of all children.
2. Knowledge of overall operation of a Jazz Band Program.
3. Ability to manage budget and equipment/materials.
4. Ability to implement policy and regulations.
5. Ready command of a wide repertoire of teaching strategies and methods.
6. Experience incorporating technology into instruction.
7. Collaborative and problem solving orientation.
8. Strategic and analytical thinking skills and the ability to apply deductive reasoning and draw conclusions in order to solve problems and facilitate the decision-making processes.

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