



Band Director Job Description

Position Title: Band Director
Department: Fine Arts / Band
Reports To: Lower School Principal and Upper School Principal

Overview:

The Band Director at Baptist Prep works at the Lower School and Upper School to develop a band program and individual musicians that glorify God through a healthy band culture, student relationships, and excellent musical knowledge and production.

Required Education and Experience:

Education Degree with licensure in music or band direction

Job Description and Responsibilities:

Program Planning

1. Direct high school instrumental performers, such as marching band, orchestra, concert band, soloists, and ensembles.
2. Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in band.
3. Provide for band participation at extracurricular events, including concerts, competitions, football games, pep rallies, parades, and other activities.
4. Arrange transportation, lodging, and meals for out-of-town events.

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5. Comply with guidelines for ASBOA/ANSAA accreditation rules, and board policy in the band area.
6. Oversee band booster club, and support band booster club activities.
7. Obtain and use evaluative findings (including student achievement data) to determine program effectiveness and ensure that program renewal is continuous and responds to student needs.
8. Recommend policies to improve the program.

Budget and Inventory

9. Ensure that programs are cost-effective and funds are managed wisely.
10. Compile budgets and cost estimates based on documented program needs.
11. Coordinate fundraising activities and manage funds.
12. Maintain a current inventory of all fixed assets within the department.
13. Oversee the process of cleaning, repairing, and storing all band equipment.

Instruction

14. Develop and implement plans for the instrumental music program and show written evidence of preparation as required.
15. Prepare lessons that reflect accommodations for individual student differences.
16. Present subject matter according to guidelines established by ASOBA/ANSAA policies, and administrative regulations.
17. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect an understanding of the learning styles and needs of students assigned.
18. Conduct ongoing assessments of student achievement through formal and informal testing.
19. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.

Student Management

20. Apply and enforce student discipline in accordance with the Baptist Prep Student Handbook.

21. Accompany and supervise students on out-of-town trips.
22. Take all necessary and reasonable precautions to protect students, equipment, materials, and the facilities.

Communication

23. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
24. Maintain a professional relationship with colleagues, students, parents, and community members.
25. Maintain confidentiality.

Personnel Management

26. Assist with recruitment, selection, training, supervision, and evaluation of assistant band director(s) or part-time assistant.
27. Other duties as assigned.