



JOB DESCRIPTION

Position:	Band Director
Immediate Supervisor:	Lower School and Upper School Principal
FSLA:	Exempt
Position Purpose:	Responsible for coordinating the Band programs, which includes Middle School (6 th -8 th grades), Upper School, Jazz, Concert and Praise bands. Coordinate audio/visual for chapel and special events.
Evaluation:	Evaluation of this position will be consistent with the Supervision Manual

Job Responsibilities:

Spiritual

- Seek to be a role model in attitude, speech and actions demonstrated by a consistent daily walk with Jesus Christ.
- Show by example the importance of Scripture memorization and study, prayer, witnessing, and unity in Christian fellowship.
- Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.
- Motivate students to accept God's gift of salvation and grow in their faith.
- Lead students to a realization of their self-worth in Christ.

Instructional

- Recognize the role of parents as primarily responsible before God for their child's education and assist them in the task.
- Teach classes as assigned following prescribed scope and sequence as scheduled by the Principal.
- Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of a Lesson Plan Book.
- Maximizes amount of time available for instruction.
- Integrate Biblical principles and the Christian philosophy of education throughout the curriculum.
- Effect student learning through mastery of the subject material by utilizing valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
- Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
- Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
- Coordinate the balanced use of field trips, guest speakers, and other media.
- Use homework effectively for drill, review, enrichment or project work to achieve student success.
- Assess the learning of students on a regular basis and provide progress reports as required.
- Keep proper discipline in the classroom and on the school premises for a good teaching environment.

- Prepare adequate information and materials for a substitute teacher.

Non-Instructional

- Cooperate with the Principal and Head of School in implementing all policies, procedures, and directives governing the operation of the school
- Shall notify administration of any policy he/she is unable to support
- Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress
- Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure
- Maintain a clean, attractive, well-ordered classroom
- Supervise extra-curricular activities, organizations, and outings as assigned
- Support the broader program of the school by attending extra-curricular activities when possible

Administrative

- Work closely with Athletic Directors and other Fine Arts Departments to minimize and resolve scheduling conflicts
- Assist in operating the sound equipment for Fine Arts events, Graduation, and Parent Nights
- Schedule off-campus competitions and contests (TAPPS, TPSMEA, etc.) on School Calendar
- Oversee budget for the Band Department
- Evaluate Band Programs/Events for improvement and quality control
- Formulate and implement Band department policies under the direction of the principals and head of school.
- Provide leadership and vision for the Band department that fits the mission statement of the school.
- Coordinate the eligibility of Band students.
- Provide Band news and events via the website.
- Coordinate use of facilities on the day of the Band Events

Professional

- Develop and lead all aspects for MCA's band program. Cast a vision for future growth and development of MCA's band program.
- Utilize educational opportunities and evaluation processes for professional growth
- Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude
- Provide input and recommendations for administrative and managerial functions in the school
- Attend and participate in scheduled devotional, in-service, workshops, committee, faculty, and parent group meetings
- Know the procedures for dealing with issues of an emergency nature
- Refuse to use or circulate confidential information inappropriately
- Perform any other duties which may be assigned by the Principal

Personal

- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality
- Meet everyday stress with emotional stability, objectivity, and optimism
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration
- Respectfully submit and be loyal to constituted authority

- Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with school policy
- Use acceptable English in written and oral communication. Speak with clear articulation
- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the constituency and general public
- Place the teaching ministry ahead of outside or volunteer work

Professional Qualifications:

- A personal relationship with God through faith in Jesus Christ as Savior and Lord.
- Evidence of spiritual maturity with a commitment to glorifying and honoring God in all areas of life.
- Bachelors' degree from an accredited university.
- Valid Texas teaching certificate with required endorsements for subject and level assigned.
- Knowledge of subjects assigned.
- General knowledge of curriculum and instruction.
- Ability to instruct students and manage their behavior.
- Strong organizational, communication, and interpersonal skills.
- At least 2 years prior band teaching experience in a school setting.
- ACSI certifiable prior to commencing employment or within 3 months thereafter.

Acknowledgement:

Printed Name

Date

Signature