

KINGSPORT CITY SCHOOLS

ASSISTANT BAND DIRECTOR – DOBYNS BENNETT HIGH SCHOOL

The job of Assistant Band Director – was established for the purpose/s of assisting in the developing of students' music appreciation and skills by helping to implement approved curriculum, documenting teaching and student progress/activities/outcomes; assisting in developing lesson plans; addressing specific educational needs of students; providing a safe and optimal learning environment; and providing feedback to students, parents and administration regarding student progress, expectations and goals.

QUALIFICATIONS:

Education: Bachelors' degree in job related area preferred

Equivalency: None Specified

Experience: Job related experience is desired

Certificates & Licenses: Valid teacher's license with appropriate endorsement

Required Testing: Pre-employment Physical Exam

Clearances: Criminal Justice Fingerprint/Background Clearance

Continuing Education/Training: None Specified

FLSA Status: Exempt

ESSENTIAL FUNCTIONS

- Administers subject specific assessments and tests for the purpose of assessing and reporting student competencies.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations, student achievements, developing improvement plans and/or reinforcing instructional goals.
- Assists the lead band director in all aspects of the band program including but not limited to musical instruction, developing curricular content, performances, scheduling, recruiting and retaining students, supervision, transportation, budgeting, marketing, fundraising, and collaborating with the parent support group.
- Serves as a lead teacher in assigned classes at the high school as determined by the lead band director and school administration.
- Assumes a leadership role within the band program during short-term or emergency absences of the lead band director.
- Collaborates with instructional staff, other school personnel, parents, and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives, recruiting new students, retaining students, and promoting the band program within and outside of the school environment.
- Connects students with outside opportunities in the field of music field, including but not limited to, supplemental instructional opportunities, outreach/benefit performances, clinics, and participation in college music programs and scholarship auditions.
- Demonstrates and continually develops methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addresses individual, small-group, and large-group instruction.
- Assists the lead band director in recruiting and guiding adjunct instructors, student teachers, instructional assistants, volunteers, and/or student workers for the purpose of providing an effective and dynamic band program.
- Instructs students for the purpose of developing instrumental music performance skills, an understanding of music theory, and an appreciation for music in society.

- Leads and/or participates in all band functions during school hours and outside of school hours including, but not limited to, camps, extra rehearsals, performances, clinics, and conventions, as established by the lead band director and by the school administration.
- Maintains and replenishes supplies of musical instruments, equipment, uniforms, and musical publications in a systematic manner to ensure ongoing band program development.
- Maintains membership in regional, state, and national music organizations as necessary for professional development, networking, and for allowing students to participate in various events, including but not limited to regional clinic bands, solo and ensemble festivals, and all-state conventions.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Monitors and encourages students in a variety of educational environments (e.g. classroom, band competitions, school wide assemblies, field trips, concerts, pep rallies, etc.) for the purpose of providing a safe and positive learning environment.
- Participates in a variety of meetings for the purpose of conveying and/or gathering information required to perform functions. Serves as a teacher-leader and collaborator as required by the school and district music department.
- Plans concerts and recitals for the purpose of displaying student performances.
- Possesses and develops an understanding of current trends of competitive marching band and color guard programs to the extent that he/she can continually organize appropriate measures to ensure ongoing success.
- Possesses and continually develops an understanding of musical notation, scoring, instrumentation, transposition, instrumental ranges, etc., for the purposes of instructing individuals and ensembles toward successful and appropriate musical performances at beginning, intermediate, and advanced levels.
- Possesses and continually develops performance and pedagogical skills on standard and specialty brass, woodwind, and percussion instruments in order to directly instruct students at beginning, intermediate, and advanced levels of performance.
- Prepares a variety of written materials (e.g. grades, attendance, anecdotal records, etc.) for the purpose of documenting student progress and meeting mandated requirements.
- Reports incidents to the appropriate agencies (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering state/federal requirements and school policies.
- Responds to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction.
- Works in congruence with expectations set forth explicitly and implicitly by the district, school administration, and lead band director in relation to personal dress, punctuality, enthusiasm, development as a continually improving music educator, and an overall high degree of professionalism.
- Maintains a high level of personal integrity and strong work ethic.
- Assumes the responsibility of having regular and timely attendance.
- Participates in a variety of meetings and trainings.
- Assumes responsibility for knowing and following the safety rules and proper procedures associated with the responsibilities of the job.
- Collaborates with instructional staff, other school personnel, parents and a variety of community

resources for the benefit of and in the best interest of students in the academic areas, athletics, special programs, extra-curricular activities, etc.

- Follows all board policies, school system rules and administrative regulations.
- Maintains confidentiality relative to employee, student, and parent records/information and procedures according to legal and system guidelines such as the Employee Handbook or Kingsport City Schools Policy Manual.
- Reports immediately, as required by law, to the appropriate agency(ies) and the principal or other persons designated by the school system, incidents of actual or suspected child abuse, actual or suspected child sexual abuse.
- Reports immediately, as required by law or school policy, to the appropriate agency(ies) and/or the principal or other persons designated by the school system, incidents involving unlawful student possession of weapons or drugs or fighting on school property.
- Responds in a prompt and professional manner to inquiries from a variety of sources (e.g. teachers, students, parents, administrators, boosters, etc.).
- Responds to emergency situations and safety concerns as necessary and directs to appropriate personnel for resolution.

OTHER FUNCTIONS

- Performs other job related duties as assigned.

KNOWLEDGE

Computers and Electronics – Knowledge of electronic equipment, and computer hardware and software, including the ability to use computers, iPads, smart boards and other technology equipment effectively.

Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

English Language – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Psychology – Knowledge of human behavior and performance, individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

SKILLS

Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.

Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Coordination – Adjusting actions in relation to others' actions.

Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Instructing – Teaching others how to do something.

Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Learning Strategies – Selecting and using training/instructional methods and procedures appropriate of the situation when learning or teaching new things.

Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Reading Comprehension – Understanding written sentences and paragraphs in work related documents.

Service Orientation – Actively looking for ways to help people.

Speaking – Talking to others to convey information effectively.

Social Perceptiveness – Being aware of others’ reactions and understanding why they react as they do.

Time Management – Managing one’s own time and the time of others.

Writing – Communicating effectively in writing as appropriate for the needs of the audience.

ABILITIES

Category Flexibility – The ability to generate or use different sets of rules for combining or grouping things in different ways.

Deductive Reasoning – The ability to apply general rules to specific problems to produce answers that make sense.

Inductive Reasoning – The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Information Ordering – The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Near Vision – The ability to see details at close range (within a few feet of the observer).

Oral Comprehension – The ability to listen and understand information and ideas presented through spoken words and sentences.

Oral Expression – The ability to communicate information and ideas in speaking so others will understand.

Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Speech Clarity – The ability to speak clearly so others can understand you

Speech Recognition – The ability to identify and understand the speech of another person.

Written Comprehension – The ability to read and understand information and ideas presented in writing.

Written Expression – The ability to communicate information and ideas in writing so others will understand.

WORK ACTIVITIES

Assisting and Caring for Others – Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.

Communicating with Supervisors, Peers, or Subordinates – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail or in person.

Establishing and Maintaining Interpersonal Relationships – Developing constructive and cooperative working relationships with others, and maintaining them over time.

Evaluating Information to Determine Compliance with Standards – Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Getting Information – Observing, receiving, and otherwise obtaining information from all relevant sources.

Interacting with Computers – Using computers and computer systems (including hardware and software) to enter data and collect and process information.

Interpreting the Meaning of Information to Others – Translating or explaining what information means and how it can be used.

Making Decisions and Solving Problems – Analyzing information and evaluating results to choose the best solution and solve problems.

Organizing, Planning, and Prioritizing Work – Developing specific goals and plans to prioritize, organize, and accomplish the work.

Thinking Creatively – Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.

Training and Teaching Others – Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.

WORK ENVIRONMENT

The usual and customary methods of performing the job's functions required the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 20% sitting, 20% walking, and 60% standing. This job is performed in a generally clean and healthy environment.

PHYSICAL DEMANDS

Strength & Endurance

Lifting or Exerting Force	
Up to 10 pounds	Constant – more than 66%
Up to 25 pounds	Frequent – less than 66%
Up to 50 pounds	Occasional – less than 33%
Up to 100 pounds	None
Over 100 pounds	None
Carrying	Occasional – less than 33%
Pushing	Occasional – less than 33%
Pulling	Occasional – less than 33%

Mobility

Standing	Frequent – less than 66%
Walking	Occasional – less than 33%
Sitting	Frequent – less than 66%

Coordination

Stooping	Occasional – less than 33%
Kneeling	Occasional – less than 33%
Crouching	Occasional – less than 33%
Crawling	Occasional – less than 33%

Upper Extremity

Reaching	Frequent – less than 66%
Handling	Frequent – less than 66%
Fingering	Frequent – less than 66%
Feeling	Frequent – less than 66%

Climbing & Balancing

Climbing	Occasional – less than 33%
Balancing	Frequent – less than 66%

Sensory – Talking

Talk Ordinary	Constant – more than 66%
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Talk Other	Constant – more than 66%
Sensory – Hearing	
Conversation	Constant – more than 66%

Other Sounds	Constant – more than 66%
Sensory – Vision	
Acuity near	Constant – more than 66%
Acuity far	Constant – more than 66%
Depth perception	Constant – more than 66%
Accommodation	Constant – more than 66%
Color vision	Constant – more than 66%
Field of vision	Constant – more than 66%

ENVIRONMENTAL CONDITIONS

Temperature & Moisture

Extreme Cold	Less than 5% or not present
Extreme Heat	Less than 5% or not present
Wet/Humid	Less than 5% or not present

Noise & Vibration

Noise	Constant – more than 66%
Vibration	Constant – more than 66%

Hazards

Mechanical	Less than 5% or not present
Explosive	Less than 5% or not present
Electrical	Less than 5% or not present
Radiation exposure	Less than 5% or not present
Burn exposure	Less than 5% or not present
Other hazards	Constant – more than 66%

Atmospheric Conditions

Fumes exposure	Less than 5% or not present
Mists exposure	Less than 5% or not present
Odors exposure	Less than 5% or not present
Gases exposure	Less than 5% or not present
Dust exposure	Less than 5% or not present
Other atmospheric	Less than 5% or not present

Protective Clothing & Devices

Must wear PPE to meet universal precaution standards

Work Environment

90% Inside
10% Outside

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

PROVISION

This job description may be revised at any time. This is not a contract of employment, and the employee’s performance may be evaluated by factors not included on the written job description.

There may be additional or different requirements or qualifications required by the state or federal government that are not included in this job description.