

**TITLE:** ASSISTANT DIRECTOR OF HIGH SCHOOL BAND

**QUALIFICATIONS:** New Jersey Teaching Certificate.

**REPORTS TO:** Superintendent of Schools and Principal.

**TERMS:** School Years (10 Months)

**RESPONSIBILITIES INCLUDE:**

1. Actively seek students to participate in the high school band.
2. Instill in students a sense of pride and accomplishment for their participation in the high school band.
3. Assist in the organizing and supervision of the formation of the high school band.
4. Assist in the supervision of all band related practices.
5. Confer with Band Director on all budgetary items.
6. Maintain an active inventory of all band instruments, uniforms, etc.
7. Submit to Superintendent an up-to-date inventory at the end of each school year.
8. Be responsible for the security of the building during after school hours while practicing or participating in an event.
9. Assist in the supervision of the high school band during all practice sessions.
10. Provide and attitude of good sportsmanship and proper behavior while students are taking part in any school or community event.
11. Report accidents to building principal with twenty-four hours.
12. Assist in the supervision of the band's participation in high school football games.
13. Assist in the supervision of all band's participation in various community events as determined on a yearly basis.
14. Assist in the supervision of all band related fund raising activities.
15. Cooperate with all "band parents" and maintain an open channel of communication.
16. Carryout any other duties as deemed necessary by the Superintendent and Principal as related to all band activities.