

# **RIVERVIEW SCHOOL DISTRICT**

## **ASSISTANT BAND DIRECTOR JOB DESCRIPTION**

**TITLE:** **ASSISTANT BAND DIRECTOR**

**FLSA** Non-Exempt

**QUALIFICATIONS:**

1. Bachelor's Degree from an accredited institution and State Certificate to practice as a Music teacher as well as a minimum of five (5) years of teaching experience
2. Understanding of computer operations with a demonstrated skill in using technology
3. Strong interpersonal skills for both internal and external communications
4. Strong organization and problem-solving skills
5. Ability to work independently and as a team member
6. Experience associated with activities related to the essential functions noted in this job description
7. The above qualifications are required of any successful candidate. However, the Board/District shall have the discretion, but is not required, to consider any other experience with the Board/District, in its discretion, determines to be comparable or of a similar nature, and in the absence of a candidate possessing all required qualifications, may, but shall not be required to, award the position based upon comparable/similar experience.

**REPORTS TO:** Directly to Principal and/or Assistant Principal

**SUPERVISES:** All Marching Band Activities.

**GOAL:** To assist the marching band director and to lead a thriving marching band program that entertains audiences at football games, festivals, and parades, while providing a high-quality music education to students in the band. The marching band program should complement the concert band program, to provide the maximum educational value to the students involved.

**ESSENTIAL FUNCTIONS:**

1. Maintains and utilizes leadership qualities that include maturity, professionalism, discipline, encouragement, respect, an understanding of adolescent needs and a student-focused philosophy.
2. Follow board policies and administrative rules and regulations.
3. Other duties as necessary.

4. Assist Marching Band Director and maintain knowledge of current best practice in instrumental music to continue Riverview's progress toward successfully competing with the region's most highly-regarded music programs
5. Assist Marching Band Director with 6th grade marching band recruitment (prior to the end of the school year, to prepare for the coming season)
6. Assist Marching Band Director with audition and select a new junior drum major (prior to the end of the school year, to prepare for the coming season)
7. Assist Marching Band Director to create a schedule of all parades, festivals, and football games for the upcoming season (during the summer break)
8. Assist Marching Band Director with leading a summer band parent meeting (during the summer break)
9. Assist Marching Band Director with planning a halftime show theme, and purchase or arrange the necessary songs, according to the instructional needs of the students (during the summer break)
10. Assist Marching Band Director with selecting and teach pep music to be performed in the stands at football games (during the summer break)
11. Assist Marching Band Director with selection and purchase/arranging of music to be performed at the Kennywood parade, football bonfire parade, Oakmont Halloween parade, Oakmont-Verona Light-Up Night Parade, and Oakmont-Verona Memorial Day Parade (during the summer break)
12. Assist Marching Band Director with setting yearly goals for the drum majors and band officers (during the summer break)
13. Assist Marching Band Director with writing or purchase drill for the pregame show (during the summer break)
14. Assist Marching Band Director with writing or purchase drill for the halftime show (during the summer break)
15. Assist Marching Band Director with writing or purchase drill for the festival show (during the summer break)
16. Assist Marching Band Director with 3 days of rookie camp – teach all marching and playing basics to new band members (during the summer break)
17. Assist Marching Band Director with 10 days of full band camp – teach the drill and music for the pregame/halftime/festival shows to the entire band (during the summer break)
18. Assist Marching Band Director with leading the band in a season preview performance for the community (during the summer break)
19. Assist Marching Band Director by preparing the band to march in the Kennywood parade, Oakmont Halloween parade, football bonfire parade, Oakmont-Verona Light-Up Night Parade, and Oakmont-Verona Memorial Day Parade (during the summer break)
20. Assist Marching Band Director with audition and select a student marching band announcer (during the summer break)
21. Assist Marching Band Director to prepare the band to attend and perform at all football games (home and away)
22. Assist Marching Band Director to prepare the band to perform at 3-4 festivals per year (must include the Allegheny Valley Marching Festival)
23. Assist Marching Band Director with making arrangements to have all football games and festivals videotaped, so that students can critically assess their performances
24. Assist Marching Band Director by collaborating with the other directors in the Allegheny Valley Band Directors' Association to plan a yearly schedule of musical enrichment events for the students, including an annual Honors Concert Band Festival.

25. Assist Marching Band Director by working with the Riverview Band Booster Organization to address areas of need with the band, and create enrichment opportunities for the students.

**The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.**

## **POSITION SPECIFICATIONS:**

<b>Physical Demands</b>	Sitting at desk for extended periods Standing for limited periods of time Frequent bending, stooping, twisting, reaching, grasping Light lifting – up to 25 pounds Frequent carrying – up to 25 pounds Manual dexterity to use office equipment Repetitive movement of fingers and hands for keyboarding Requires physical endurance
<b>Sensory Abilities</b>	Visual acuity to read correspondence, computer screen Auditory acuity to be able to use telephone and greet visitors and employees Ability to speak clearly and distinctly
<b>Work Environment</b>	Includes indoor and outdoor responsibilities The noise level in the work environment varies on a daily basis based on circumstances presented
<b>Temperament</b>	Ability to work as a member of a team Must be cooperative, congenial and service-oriented Ability to work in a multi-tasking environment with frequent interruptions
<b>Cognitive Ability</b>	Ability to follow written and verbal directions Ability to complete assigned tasks with minimal supervision Ability to read and write Ability to work independently and make work-related decisions Ability to exercise good judgment in prioritizing tasks Ability to communicate effectively
<b>Specific Skills</b>	Ability to operate office equipment Ability to use computer technology efficiently and effectively Must possess proficient data entry skills Must possess proficient math and accounting skills

**Comments**

Position holder must have a friendly, helpful personality and focus their time and energy on the goal of supporting children and customizing learning

*The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are currently being performed and additional duties may be assigned.*

**TERMS OF EMPLOYMENT:**

Supplemental

Stipend, work schedule and other conditions of employment in accordance with the policies of the Riverview School District.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the applicable policies of Riverview School District.

***Riverview School District is an Equal Opportunity Employer.***

***I have read and understand the requirements, duties, and responsibilities for this position.***

***Employee's Signature*** \_\_\_\_\_ ***Date*** \_\_\_\_\_

***Supervisor's Signature*** \_\_\_\_\_ ***Date*** \_\_\_\_\_

## **RIVERVIEW SCHOOL DISTRICT**

### **MARCHING BAND VISUAL INSTRUCTOR/ASSISTANT DIRECTOR JOB DESCRIPTION**

<b>TITLE:</b>	<b>Marching Band Visual Instructor/Assistant Director</b>
<b>FLSA</b>	Non-Exempt
<b>QUALIFICATIONS:</b>	<ol style="list-style-type: none"><li>1. Bachelor's Degree from an accredited institution</li><li>8. Extensive high school and college/university band experience</li><li>9. Strong brass or woodwind musicianship</li><li>10. Experience working with a "show" style marching band</li><li>11. Understanding of computer operations with a demonstrated skill in using technology</li><li>12. Strong interpersonal skills for both internal and external communications</li><li>13. Strong organization and problem-solving skills</li><li>14. Ability to work independently and as a team member</li><li>15. Experience associated with activities related to the essential functions noted in this job description</li><li>16. The above qualifications are required of any successful candidate. However, the Board/District shall have the discretion, but is not required, to consider any other experience with the Board/District, in its discretion, determines to be comparable or of a similar nature, and in the absence of a candidate possessing all required qualifications, may, but shall not be required to, award the position based upon comparable/similar experience.</li></ol>
<b>REPORTS TO:</b>	Directly to Principal and/or Assistant Principal
<b>SUPERVISES:</b>	All Marching Band Activities
<b>GOAL:</b>	To assist the marching band director and to lead a thriving marching band program that entertains audiences at football games, festivals, and parades, while providing a high-quality music education to students in the band. The marching band program should complement the concert band program, to provide the maximum educational value to the students involved.
<b>ESSENTIAL FUNCTIONS:</b>	<ol style="list-style-type: none"><li>26. Maintains and utilizes leadership qualities that include maturity, professionalism, discipline, encouragement, respect, an understanding of adolescent needs and a student-focused philosophy.</li><li>27. Follow board policies and administrative rules and regulations.</li><li>28. Other duties as necessary.</li></ol>

29. Attend rookie camp (3 days) and full band camp (10 days).
30. Attend all football games (9), festivals (3-4), parades (3-4), and special marching band events (2-3).
31. Implement marching/music technique in an ensemble or sectional setting.
32. Teach and make necessary revisions to visual aspects of the show: marching, dancing, etc.
33. Assist Marching Band Director and maintain knowledge of current best practice in instrumental music to continue Riverview's progress toward successfully competing with the region's most highly-regarded music programs.
34. Assist Marching Band Director with auditioning and selecting a new junior drum major (prior to the end of the school year, to prepare for coming season).
35. Assist Marching Band Director with leading a summer band parent meeting (during the summer break).
36. Assist Marching Band Director with planning a halftime show theme, according to the instructional needs of the students (during the summer break).
37. Assist Marching Band with teaching pep music to be performed in the stands at football games (during the summer break).
38. Assist Marching Band Director with leading the band in a season preview performance for the community (during the summer break).
39. Assist Marching Band Director with auditioning and selecting a student marching band announcer (during the summer break).
40. Assist Marching Band Director with making arrangements to have all football games and festivals videotaped so that students can critically assess their performances.
41. Assist Marching Band Director with cataloging and maintain all marching band equipment/instruments. Lend marching band equipment to Riverview students, as needed. Repair and replace marching band equipment/instruments as necessary.

**The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.**

## **POSITION SPECIFICATIONS:**

### **Physical Demands**

Sitting at desk for extended periods  
 Standing for limited periods of time  
 Frequent bending, stooping, twisting, reaching, grasping  
 Light lifting – up to 25 pounds  
 Frequent carrying – up to 25 pounds  
 Manual dexterity to use office equipment  
 Repetitive movement of fingers and hands for keyboarding  
 Requires physical endurance

### **Sensory Abilities**

Visual acuity to read correspondence, computer screen  
 Auditory acuity to be able to use telephone and greet visitors and employees  
 Ability to speak clearly and distinctly

### **Work Environment**

Includes indoor and outdoor responsibilities  
 The noise level in the work environment varies on a daily basis based on circumstances presented

<b>Temperament</b>	<p>Ability to work as a member of a team</p> <p>Must be cooperative, congenial and service-oriented</p> <p>Ability to work in a multi-tasking environment with frequent interruptions</p>
<b>Cognitive Ability</b>	<p>Ability to follow written and verbal directions</p> <p>Ability to complete assigned tasks with minimal supervision</p> <p>Ability to read and write</p> <p>Ability to work independently and make work-related decisions</p> <p>Ability to exercise good judgment in prioritizing tasks</p> <p>Ability to communicate effectively</p>
<b>Specific Skills</b>	<p>Ability to operate office equipment</p> <p>Ability to use computer technology efficiently and effectively</p> <p>Must possess proficient data entry skills</p> <p>Must possess proficient math and accounting skills</p>
<b>Comments</b>	<p>Position holder must have a friendly, helpful personality and focus their time and energy on the goal of supporting children and customizing learning</p>

*The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are currently being performed and additional duties may be assigned.*

## **TERMS OF EMPLOYMENT:**

Supplemental

Stipend, work schedule and other conditions of employment in accordance with the policies of the Riverview School District.

## **EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the applicable policies of Riverview School District.

***Riverview School District is an Equal Opportunity Employer.***

***I have read and understand the requirements, duties, and responsibilities for this position.***

***Employee's Signature*** \_\_\_\_\_ ***Date*** \_\_\_\_\_

***Supervisor's Signature*** \_\_\_\_\_ ***Date*** \_\_\_\_\_