

PARKROSE SCHOOL DISTRICT #3
10636 N. E. Prescott Street
Portland, Oregon 972202699

JOB POSTING #HSXD

PLEASE POST

SEPTEMBER 5, 2017

EXTRA DUTY POSITION OPEN FOR 2017-2018 AT PARKROSE HIGH SCHOOL

ASSISTANT MARCHING AND PEP BAND DIRECTOR \$4136.00

JOB SUMMARY: The Assistant Marching and Pep Band Director will assist in administering the marching and pep instrumental music programs for Parkrose High School as described below.

REPORTS TO: Head Band Director or Principal

ESTIMATED WORK HOURS: Up to 250

ESSENTIAL JOB RESPONSIBILITIES:

- Assist the Head Band Director in providing leadership for the Parkrose High School Band Program.
- Assist with supervision, instruction and management of students at summer band camp, marching practices, football games, basketball games, pep rallies, parades, and community events
- Help develop routines for half-time shows, school events, and public service appearances
- Assist with the cleaning and repair of instruments as directed
- Ensure that equipment is safe to use and available when needed
- Monitor students' safe and responsible use of equipment and facilities
- Assist with paperwork and other day to day responsibilities of the Head Band Director
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of the students
- Other duties as assigned by the principal or other administrative staff

JOB REQUIREMENTS:

- Minimum of a high school diploma
- Demonstrate expertise in knowledge and teaching of instrumental music, specifically in the areas of marching band and pep band. Collegiate marching band experience preferred.
- Knowledge of age appropriate teaching methods, state curriculum framework, education code, appropriate instructional subjects.

WORK EXPECTATIONS:

- Punctual and regular attendance at required events
- Maintain appropriate confidentiality
- Promote a harassment-free environment
- Establish and maintain effective working relationships; demonstrate a commitment to teamwork

ADDITIONAL REQUIREMENTS/EXPECTATIONS:

- Prior experience with high school students
- Create an environment conducive to learning and appropriate for the physical, social, and emotional development of a diverse population of students from various backgrounds and abilities.
- Maintain professionalism with students, parents, staff members, and community members and be a positive role model for all students
- Uphold and enforce school rules, administrative regulations and School Board policies
- Be able to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism

- Apply discipline in a firm and positive manner consistent with the Head Band Director's discipline procedures and the school district's discipline policies
- Work independently with minimum supervision
- Use independent judgment and demonstrates initiative to act without being asked

PHYSICAL REQUIREMENTS:

The demands of the job will include being able to stand, walk, sit, talk, hear and lift and/or move up to 25 pounds. The demands of an extended workday (games, events, etc.) require a high level of physical endurance.

SALARY: The certified collective bargaining agreement determines the pay scale for extra duty positions.

E-mail of interest must be sent to: Patty Coatney
patty_coatney@parkrose.k12.or.us

Closing Date: Until filled

Questions concerning this position should be directed to Molly Ouche, Principal, at Parkrose High School at 503-408-2687.

*An Equal Opportunity Employer
Applicants with culturally diverse backgrounds are strongly encouraged to apply.*