

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE:	Assistant Band Director
EXEMPT:	Yes
SALARY LEVEL:	Per Master Contract
LOCATION:	Plymouth Community Junior High and High School
REPORTS TO:	Building Principals

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

- A. Assist in directing the sixth grade band.
- B. Direct the seventh grade band.
- C. Direct the seventh grade jazz band.
- D. Supervise solo and ensemble contest.
- E. Assume responsibilities at Plymouth High School as follows:
(Note: Plymouth High School will be the home school).
 - 1. Direct the concert band.
 - 2. Assist with the marching band.
 - 3. Teach music history and theory.
 - 4. Direct the beginning jazz ensemble.
 - 5. Assist in directing the Variety Show.
 - 6. Assist in directing the marching band at all parades.
 - 7. Direct the concert band at concerts (Christmas and winter).
 - 8. Will assist the head band director in all other areas as directed.
 - 9. Recruit students for ensembles and organizations.

EXTRA-CURRICULAR

- A. Responsible for issuing and collecting band uniforms at the beginning and end of the year. Also supervise the cleaning of uniforms.
- B. Direct practices and performances of eighth grade jazz band.
- C. Assist the director of the Variety Show as instructed; attend all night auditions, practices and performance.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Four-year college or university program certificate. Bachelor's in Instrumental Music.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state driver's license - operator permit. Certification by the State of Indiana in instrumental music.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Ability to speak effectively before groups of children, parents or employees of the school organization.

MATHEMATICAL SKILL:

Ability to work with and apply mathematical concepts appropriate for grade level content required.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen; pencil; pointer; slate; projections equipment; public address system; tape recorder; blackboard; chalk; charts; diagrams; examinations; manuals; maps; publications; reference books; textbooks; computers.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.

The working environment is mainly indoors and/or outdoors.

There are no environmental hazards indicated for this position.

TERMS OF EMPLOYMENT:

Salary as per Master Contract.

EVALUATION:

Annually.

Revised 2/6/01