12/16/19

**Title:** **Band**

Supervisor/Evaluator: Superintendent or designee

Terms of Employment: As stipulated by the contractual agreement between the Rankin Association of Teachers and the Board of Education of Rankin School District #98

Job Tasks/Responsibilities:

* Interact positively and professionally with all
* Strive to positively impact the educational environment and education of our students
* Properly supervise assigned students via being present and aware when students are present until all participants have left or been picked up. Sponsor should not leave students unattended or leave before all students have left or been picked up.
* Be knowledgeable of and coordinate all applicable school policies and IESA regulations, requirements, and eligibility standards
* Set up schedule in cooperation with the administration
* Work with staff to coordinate supervision for concerts
* Work with custodial staff to coordinate set up for program/concerts
* Prepare students K-5 to perform at the Veterans Day Program, Winter Concert, and the Spring Concert
* Direct Junior High Band activities, which is generally outside of school hours and includes, but is not limited to, Veterans Day Program, PCHS Marching Band Homecoming Practice, PCHS Marching Band Homecoming Performance, ILMEA District Auditions, ILMEA District Performance, Winter Concert, Solo & Ensemble Contest, Junior High Band Day, and Spring Concert
* Prepare a schedule for 5th grade band lessons (before and after school)
* Coordinate accompanist for solo and ensemble contests
* Organize and conduct auditions for section leaders
* Promote the music program
* Coordinate with PCHS future music opportunities for our JH students
* Maintain safety of students
* Inventory and organize supplies, equipment, and a music sheet library
* Coordinate with administration the ordering and purchasing of supplies, equipment, and music sheets
* Create and implement individual lesson schedule
* Regularly communicate with parents
* All other duties as assigned considered as “other”