

## **DIRECTOR OF BANDS, ACADEMIC FACULTY, ATHENS**

### **GENERAL STATEMENT:**

Direct the College bands and perform other duties related to the instructional assignment.

### **REPORTS TO:**

Appropriate Division Chairperson

### **OCCUPATIONAL GROUP:**

Faculty

### **FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Master's degree with a minimum of eighteen (18) graduate hours in music.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Proven ability as a successful director of bands; proven ability to recruit band students; college teaching is preferred.

#### **OTHER:**

None

### **DUTIES AND RESPONSIBILITIES:**

- Direct the College bands including, but not limited to, marching band and various instrumental ensembles.
- Teach assigned classes according to approved course syllabi and minimum competencies.
- Work with marching band director to make travel arrangements and schedule special events.
- Recruit and audition band students and work toward retention of band students.
- Work with marching band director to plan and coordinate concerts, summer camps, festivals, and other instrumental events.
- Manage and coordinate the departmental budgets, including scholarship disbursements.
- May be assigned to teach within the Texas Department of Criminal Justice prison units or other TVCC campuses.
- May be assigned to teach distance learning classes via ITV, telecourse, or Internet.
- Participate in curriculum development, including the establishment of departmental learning outcomes, and the reporting of learning outcomes results as required by departmental procedures.
- Arrive on time for classes or notify the division chairperson as early as possible of an inability to meet a class.
- Schedule, post, and keep office hours as required by College policy.
- Keep class record books, keys, lesson assignments, and other necessary materials or equipment available for substitute instructors.
- Assist with counseling and registration of students.
- Submit all required student grade reports to the registrar's office on schedule.
- Maintain accurate attendance records for all classes.
- Attend all faculty meetings, commencements, and other special meetings called by the division chairperson, associate vice president of academic affairs, vice president of instruction, or the president.

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- Keep the administration informed regarding matters affecting the welfare of students, faculty, and the institution.
- Serve as member of committees.
- Recommend the purchase of library books and instructional materials.
- Other duties as assigned by appropriate supervisory personnel.

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office or classroom environment.
- Must be able to work nights and weekends.
- Must be able to work in adverse weather conditions.
- Must be able to travel to and make recruiting presentations at high schools, contests, and concerts.
- Must be able to lift and carry large and/or heavy equipment, props, or other items.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

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

\_\_\_\_\_  
*Date*

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

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 2/8/95*  
JD166

*Revised: 03/29/10*