

ASSISTANT DIRECTOR OF BANDS

GENERAL STATEMENT:

Assist the director of College bands and perform other duties related to the instructional assignment.

REPORTS TO:

Director of Bands

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree in music required; Masters preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Proven ability as a successful director of bands; proven ability to recruit band students

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Assist in the direction of the College bands including, but not limited to, marching band, jazz band, and symphonic wind ensemble.
- Teach applied music courses as evidenced by credentials.
- Assist in making travel arrangements and special event scheduling.
- Assist with recruiting and auditioning band students.
- Assist with concerts, summer camps, festivals, and other instrumental events.
- Work nights and weekends.
- Other duties as assigned by director of bands or other appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of a classroom or office 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.

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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: 06/26/08

Revised: 08/20/09

JD405