

**SCHOOL DISTRICT OF OKALOOSA COUNTY
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

SUPPLEMENTED POSITION

Position Title: Assistant Band Director
Reports to: Band Director and Principal

Minimum Eligibility Requirements:

Holds a valid Florida Educator's Certificate with appropriate coverage and employed in a regularly established position in Okaloosa Public Schools.

Communication Skills:

Ability to read and interpret documents. Ability to write routine reports and correspondence.

Administrative/Supervisory Requirements:

Keeps appropriate records. Conforms to rules and policies of the district, school, and state.

Interpersonal Relationships:

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

Physical Demands:

While performing duties of this job, the employee is regularly required to stand, walk, talk, and hear. Occasionally the employee is required to climb and kneel. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

The noise level in the work environment is noisy. The employee is frequently exposed to outside weather conditions. Duties are performed outdoors or in gymnasium.

Job Goal:

To provide instrumental students with musical experience in concurrence with the Florida State Department of Education goals and objectives for the various subjects that are offered. These experiences also include activities beyond the school day which aid in reinforcing classroom activities and meet the traditional expectations of our school and community.

Essential Duties and Responsibilities:

1. Assists in marching band performances at football games, including preparation time two to three hours after school - four days per week.
2. Performs and competes at two to three marching band festivals per year.
3. Assists in concert bands, including two performances three to four times during winter and spring months, including preparation time.

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4. Assists in Solo & Ensemble Festival - individuals and small group performance.
5. Assists in parades.
6. Assists with jazz ensembles performing at three festivals per year. These groups also perform for various school and community functions during the year.
7. Takes students to appropriate conferences and honors clinics.
8. Aids in preparing students for scholarship auditions and making appropriate contact on their behalf.
9. Monitors students' academic progress and assists as needed.
10. Attends Florida Bandmasters Association meetings.
11. Attends Band Parent meetings, activities and fund raisers.
12. Assists in summer practice.
13. Schedules transportation as needed.
14. Abides by all policies of the Okaloosa County School Board.
15. Performs other tasks as assigned within the limits of the Master Contract.

Terms of Employment/Length of Employment:

Total school year. Salary as provided in Master Contract between Okaloosa County Education Association and School Board for specific year.