



Associate HS Band Director

Job Description			
Position:	Associate HS Band Director	Date Created:	1/20/2025
Department:	Basic Instruction	Job Type:	Full-Time
Reports To:	Band Director	FLSA Category:	Exempt
Placement Schedule: Instructional			

POSITION SUMMARY:

Under the general supervision of the High School Band Director, the Associate High School Band Director supports the High School Band Director in all aspects of the band program, including student recruitment, organizing band activities, and fostering a strong relationship with the school, community, and feeder schools. This position involves overseeing and guiding the marching band, concert band, and other performing ensembles, as well as facilitating music-related extracurricular events and competitions.

KEY RESPONSIBILITIES:

- Actively recruits students for the high school band program, working to ensure a continuous growth in enrollment and talent.
- Assists in the preparation, training, and performance of the marching band for all scheduled events, including football games, parades, and competitions.
- Collaborates with the Band Director and Auxiliary Director on show design, drill writing, music selection, and choreography.
- Oversees and leads rehearsals for the marching band as needed, ensuring students are prepared for performances, contests, and community events.
- Collaborates with the band team to manage the logistics and operations of the marching band, including uniforms, transportation, and equipment.
- Represents the band program in the community by attending local events, concerts, and participating in school activities.
- Encourages community involvement and support for the band program by hosting events (e.g., band nights, fundraisers, and alumni events).
- Collaborates with the band team through participation in 3-4 marching band competitions per year, including logistical planning, transportation, and performance preparation.
- Assists with the planning and organization of the annual band trip and a major “big trip” (every four years), including chaperoning, budgeting, and coordinating travel logistics.
- Ensures student safety and well-being during all trips, creating an itinerary that is educational and enriching.
- Assists with leading, supervising, and developing the band staff, ensuring effective communication, collaboration, and accountability across the team.
- Fosters a positive and inclusive environment among the band staff, encouraging mutual respect and teamwork.
- Collaborates with the Band Director and the Band Boosters to develop, manage, and track the annual band budget, ensuring funds are used effectively for uniforms, instruments, competition fees, travel, and other program needs.
- Participates in regular faculty meetings and professional development opportunities to enhance both teaching and personal growth.
- Helps maintain inventory of all band equipment, including instruments, uniforms, and other materials.



Associate HS Band Director

- Works with school administrators to ensure the band program aligns with school policies, procedures, and strategic vision.
- Performs other duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree in Music Education or related field (required).
- Florida's Teacher Certification (required).
- Prior experience as a band director at the middle or high school level or as an assistant director in a similar program is highly preferred.
- Knowledge of marching band techniques, drill design, and contest regulations.
- Proficiency in conducting, ensemble training, and music theory.
- Strong organizational and time management skills.
- Meticulous attention to detail to ensure data is entered accurately.
- Ability to multi-task when necessary.
- Great oral and written communication skills.
- Excellent customer service skills.
- Microsoft Office Skills (Word, Excel, PowerPoint, Outlook).
- Knowledge of state and federal laws that apply to the duties of this position.
- Must be able to analyze information and make recommendations to administration as needed.
- Ability to identify problems and recommend solutions within the scope of the position.
- Ability to read, understand, and follow oral and written instructions.
- Ability to maintain strict organization and student confidentiality.

PHYSICAL DEMANDS:

- Varied activities including sitting, standing, walking, running, bending, lifting, and reaching for extended periods of time.
- Periodic need to lift, carry, push, or pull items weighing up to 50 pounds.

WORK ENVIRONMENT:

- Work is generally performed in a fast-paced, high volume, school/office environment.
- Must be able to tolerate varying environmental conditions including, but not limited to heat, cold, rain, etc.
- Must be able to tolerate frequent interruptions from administrators, staff members, and others.

TRAVEL REQUIREMENTS:

- Occasional travel to various school, district, state, national, and/or community events may be required.

SIGNATURE:

I have received a copy of this job description and understand that if I have any questions about the responsibilities (stated or later assigned), I may ask my supervisor for clarification.

SIGNATURE: _____

DATE: _____

PRINT NAME: _____