



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

SCHEDULE “B” JOB DESCRIPTION:

PEP BAND DIRECTOR

(HOLMDEL HIGH SCHOOL)

QUALIFICATIONS:

1. Possesses New Jersey Teacher Certification, Certification of Eligibility with Advanced Standing, or fulfills qualifications for Substitute Teacher in the Holmdel Township Public Schools.
2. Demonstrates expertise in knowledge and teaching of instrumental music.
3. Has prior experience as a band director (preferred).
4. Demonstrates organizational ability and skill in interpersonal relations.
5. Successfully completes required criminal history proof of U.S. citizenship or legal resident status.
6. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal or designee

JOB GOAL: To supervise and coordinate the pep band activities; to support each participant in achieving a higher level of personal skill, in gaining an enhanced appreciation for band music and an increased level of self-esteem through rehearsals and performances.

PERFORMANCE RESPONSIBILITIES:

1. Instructional Leadership:
 - a. Assists the band director in communicating with the student body and encouraging participation in the pep band activities.
 - c. Assists the band director with planning, rehearsing and directing musical experiences for the school and community with a minimum of ten performances at sporting events per school year.

- d. Assists the band director in seeking, initiating and implementing participation of the pep band and pep band members in out-of-school band experiences appropriate to the curriculum and student interest (i.e., sporting events); assists the band director with auditions and other activities of the groups in accordance with program requirements and district procedures. (i.e., chaperones students being transported to and from performances at sporting events).
 - g. Organizes and coordinates half-time performances with the pep band and pep band front.
 - h. Attends regularly scheduled varsity football games at which the pep band performs.
 - i. Performs at Homecoming Bonfire and other special events held in conjunction with varsity football games as determined by the principal with input from the band director.
 - k. Controls the storage and use of school-owned equipment and materials; makes minor adjustments and requests repairs to instruments as required.
2. Student Management
- a. Supervises all students participating in the pep band during all times of involvement and oversees penalties for violation of such standards as stipulated in Board policy and school procedures.
 - b. Assists the band director in maintaining necessary pep band roster, attendance forms, eligibility records and similar paperwork and provides information to the principal as requested.
3. Professional Development
- a. Keeps informed about the latest equipment and music.
 - b. Participates in continuous study and research and/or attends relevant conferences and/or workshops to maintain and enhance professional competence in accordance with district guidelines and budget allocations.
4. School and Community Relations
- a. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents and community residents as appropriate.
 - b. Cooperates and shares professionally with other members of the staff.

- c. Promotes awareness about the pep band and pep band activities through communications to the principal and other relevant audiences.

5. Other Assigned Duties

- a. Performs other appropriate tasks and assumes such other responsibilities in connection with the advisorship as assigned by the Principal and/or Superintendent.

TERMS OF EMPLOYMENT: Stipend and work year to be established by the Board in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Public Board Meeting

DATE: July 27, 2016