



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

Page 1 of 2

ACTIVITY: Director of the Concert Band

SCHOOL: High School

PURPOSE: Concert Band gives each participant a forum for understanding and performing wind literature in contrast to symphonic music and provides the opportunity to feature special groups within the band.

ACTIVITIES:

1. Oversees the election of officers and assists in planning the program for the year.
2. Performs a minimum of three concerts featuring different repertoires and spotlighting bass and woodwind ensembles at appropriate times.
3. Makes all necessary arrangements for concerts through the building principal. Adheres to all school policies regarding the use of the building. Instructs chaperones of their duties during performances.
4. Supervises students when they are in the building for performances.
5. Is responsible for the security of the equipment and reports any loss or damage to equipment to the designated authority.
6. Encourages, trains, and makes arrangements for students to audition for South Jersey Band. If students are accepted into the organization, continues to prepare them accordingly.
7. Maintains membership in the Music Educators' Association so that students may participate in the South Jersey Band organization.
8. Meets professional obligations of the Music Educators' Association so that the district may send students to South Jersey Band.
9. Oversees and coordinates any additional programs the Concert Band undertakes such as guest performances for community groups.
10. Encourages and promotes the study of instrumental music and participation in concert bands in and outside of school as a life time interest.



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Page 2 of 2

11. Is responsible for turning in all financial information on a timely basis and must “close” the club’s books prior to the end of the school year in order to receive final stipend payment.

FUNDING: The extent of the annual program and degree of activity determines the amount of funds needed for the Concert Band. At this time, \$1,000-\$2,000 is needed annually.

DURATION: September - June.

The Concert Band program normally begins at the conclusion of the Marching Band season although plans for it must be formulated much earlier. Rehearsals are scheduled during the school day, but much of the organizational work occurs after school hours. Performances usually are scheduled in the evening. The extent of the program for the year greatly determines the amount of time the director must devote to the activity.

The High School Band Director, as part of his/her responsibilities, is expected to be the Director of Concert Band at the High School

STIPEND: Based on Schedule B of the Working Agreement

BOE Approved Date:
BOE Review Date: