



# Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

## Job Description

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**ACTIVITY:** Director of the Jazz Band

**SCHOOL:** High School  
Middle School

**PURPOSE:** The Jazz Band offers the participants the opportunity to study and perform jazz and jazz styles of music as opposed to dance band music in an organized and supervised program.

**ACTIVITIES:**

1. Organizes a program of study, rehearsal, and performance often assisted by selected leaders from the organization.
2. Rehearses approximately one evening per week from October through May. Supervises students at all times when they are in the school building for rehearsals or performance.
3. Presents a minimum of two concerts at the High School and one concert at the Middle School. Accepts appropriate invitations to perform for assemblies and community organizations. Adheres to the school's rules for the use of the building.
4. Is responsible for the use and security of all equipment and reports, and loss or damage to the designated authority.
5. Maintains membership in the Music Educators Association in order to send students to audition and play in the All Jazz Band.
6. If student(s) are accepted in the All Jazz Band, continues to prepare them for the program they will present in concert.
7. Meets the responsibilities set forth by the Music Educators Association in order to send students to All Jazz Band auditions and concerts.
8. Encourages the study of jazz music both in and outside of school.
9. 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.



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**DURATION:** September - May

Rehearsals for the Jazz Band are normally held in the morning or evening approximately once a week. Concerts are scheduled in the winter and spring although guest appearances may occur whenever the director accepts an invitation and the band is ready.

BOE Approved Date:

BOE Review Date: