



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

Page 1 of 2

ACTIVITY: Director of the Marching Band

SCHOOL: High School

PURPOSE: Marching Band promotes and provides music education, entertainment, and a sense of school pride and showmanship for the approximately 110 participants and the audiences who attend each performance.

ACTIVITIES:

1. Oversees the election of officers and assists in planning the program for the year.
2. Selects appropriate music and designs, plans, and implements a musical show for nine football games.
3. Oversees the selection and program of the Band Front (majorettes, flag squad, ruffle squad, swing flags, and color guard). Coordinates their routines with the show design of the Marching Band
4. Coordinates the Marching Band show with the cheerleaders.
5. Consults and plans with the Director of Athletics and the Advisor to the Cheerleaders especially for pep assemblies.
6. Rehearses approximately fifty hours, usually in the evenings and on Saturdays.
7. Coordinates the transportation of the Marching Band and equipment to games with the Director of Athletics.
8. Oversees the activities of the students whenever they are in school for performances or rehearsals. Stresses appropriate behavior on the part of the students especially when they are in uniform.
9. Accepts appropriate invitations from the community for the Marching Band to perform for local celebrations traditionally--at least two parades annually.
10. Is responsible for the security of all equipment and reports any loss or damage to equipment to the designated authority. Coordinates the use of uniforms and their storage.



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Page 2 of 2

11. Acts as the liaison for the district when visiting other schools for games or performances. Handles all necessary correspondence.
12. Advises and assists the Band Boosters in their efforts to raise funds for the Marching Band.
13. 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: At this time, the Marching Band raises from \$2,000 - \$3,000 annually. This is accomplished through various fund raising projects. Since the activity is growing rapidly, the amount needed will probably increase. Funds are used to send the students to band camp in the summer, purchase or make uniforms, and replace or buy necessary equipment.

DURATION: September - Mid-December

The director is intensely involved with this activity in the fall. Time is spent both during the school day and in the evenings for rehearsals. Performances and parades are on Saturdays requiring the director’s presence. Since the Marching Band is so active in the fall, the director must begin the activity and the planning of programs during the summer. Coordination of groups and the selection of participants normally occur in the spring. The High School Band Teacher has time in his/her schedule during the school day in the fall to meet the many requirements of the activity.

STIPEND: Based on Schedule B of the Working Agreement.

BOE Approved Date:
BOE Review Date: