



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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ACTIVITY: Elementary School Band

SCHOOL: Central, Elizabeth Haddon and Tatem Schools

PURPOSE: This activity augments classroom instructions and provides an opportunity for public performances during the school year.

ACTIVITIES:

1. Organizes, instructs and conducts the combined elementary school students participating in Band.
2. Oversees the students while in the building for rehearsals and/or performances.
3. Coordinates, plans, and carries out two concerts annually per school. Arranges for the use of the building by contacting the building principal and adheres to all policies regarding the use of the facility.
4. Is responsible for the use and security of the instruments used in the activity and reports any damage or loss to the appropriate authority.
5. 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: Supported through the instrumental budget in the elementary school.

DURATION: September - June

The director spends time coordinating the program, publicity for concerts and arrangements for performances. The concert is given in the evening.

STIPEND: Based on Schedule B of the Working Agreement.

BOE Approved Date:

BOE Review Date: