



**YAZOO COUNTY SCHOOL DISTRICT**  
**YCHS High School Head Marching Band Director**  
**JOB DESCRIPTION**

- POSITION TITLE:** YCHS High School Head Marching Band Director
- TITLE of SUPERVISOR:** (1) Yazoo County High School Supervising Principal (when at high school);  
(2) Yazoo County Middle School Supervising Principal (when at middle school); and  
(3) Athletic Director @ District Office
- SALARY:** Salary is reflective of the Yazoo County School District Salary Schedule.
- QUALIFICATIONS:** (1) Must have a valid Mississippi teaching license with the appropriate endorsement;  
(2) Minimum of three years classroom traditional/non-traditional teaching experience;  
(3) Must have and/or acquire Mississippi CDL (bus card) for transporting students;  
(4) Demonstrates expertise in knowledge and teaching of instrumental music; and  
(5) Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.

**JOB SUMMARY:**

The Yazoo County High School Head Marching Band Director directs and manages the overall program of instrumental music and the marching band for the school district. He/she provides students with an opportunity to participate in extracurricular band activities and ensures compliance with all state and district policies, procedures, and requirements. Integral to this position is the fact that the YCHS Head Marching Band Director plans activities and competitions to achieve district, region, and state recognition.

**GENERAL DUTIES AND RESPONSIBILITIES:**

**Program Planning:**

- (1) Directs high school instrumental performers, such as marching band, orchestra, concert band, soloists, and ensembles;

- (2) Establishes performance requirements, enforces academic requirements, and verifies with MSHAA, through Dragonfly, each student's eligibility to participate in band;
- (3) Provides for band participation at extracurricular events, including concerts, football games, pep rallies, parades, and community events;
- (4) Organizes and implements band trips in accordance with district policy and regulations as well as student interests and abilities;
- (5) Arranges transportation, lodging, and meals for out-of-town events and competitions;
- (6) Organizes and conducts tryouts for the band; informs administration and participants of final selections;
- (7) Plans, rehearses, and directs musical experiences for the school and community;
- (8) Cooperates with the school administration in providing music programs for school productions, graduation ceremonies, and, as appropriate, civic functions that enhance the students' performing experience;
- (9) Oversees scheduling and other arrangements for the rehearsals and concerts in cooperation with the building principal;
- (10) Prepares students and submits all required documents for District and State auditions and competitions making all necessary and required arrangements;
- (11) Complies with federal and state laws, State Board of Education policies, MSHAA policies and procedures, and the YCSD board policies regarding band;
- (12) Supports band booster club activities;
- (13) Obtains and uses evaluative findings (including student achievement data) to determine program effectiveness and ensures that program renewal is continuous and responds to student needs; and
- (14) Recommends policies to improve program.

### **Budget and Inventory:**

- (1) Ensures that programs are cost-effective and funds are managed wisely;
- (2) Submits budget needs annually to the principal in accordance with established timelines and guidelines;
- (3) Compiles budgets and cost estimates based on documented program needs;
- (4) Coordinates fundraising activities and manages funds;
- (5) Orders all supplies and materials necessary for band-related activities in accordance with established district procedures and budget allocations;
- (6) Maintains current inventory of all fixed assets within department;
- (7) Controls the storage and use of school-owned equipment and materials;
- (8) Makes minor adjustments and requests repairs to instruments as required; and
- (9) Oversees process of cleaning, repairing, and storing all band equipment.

### **Instruction:**

- (1) Develops and implements plans for instrumental music program and show written evidence of preparation as required;
- (2) Prepares lessons that reflect accommodations for individual student differences and abilities;
- (3) Plans and implements appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned;
- (4) Conducts ongoing assessments of student achievement through formal and informal performance-based testing; and
- (5) Creates an environment conducive to learning and appropriate for the physical, social, and emotional development of the students.

### **Student Management:**

- (1) Applies and enforces student discipline in accordance with the Student Code of Conduct and student handbook;
- (2) Accompanies and supervises students on out-of-town trips; and
- (3) Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

### **Communication:**

- (1) Strong communication, public relation, and interpersonal skills;
- (2) Establishes and maintains open communication by conducting conferences with parents, students, principals, and teachers;
- (3) Maintains professional relationships with colleagues, students, parents, and community members;
- (4) Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback;
- (5) Ability to read, analyze, and interpret information effectively presenting information and responding to questions, inquiries, and/or complaints;
- (6) Displays courtesy, tact, and respect when dealing with others; and
- (7) Maintains confidentiality.

### **Personnel Management:**

- (1) Assists with the recruitment, selection, training, supervision, and evaluation of assistant band director;
- (2) Monitors the performance of assistant band director(s); and
- (3) Confirms that all parent volunteers have taken the necessary steps in being approved as a parent volunteer for the Yazoo County School District.

In addition to the above aforementioned categories of responsibilities and duties this position performs any other duties as assigned by the Superintendent of Education.