



**HOLMDEL TOWNSHIP PUBLIC SCHOOLS**  
**SCHEDULE "B" JOB DESCRIPTION:**  
**INDIAN HILL ALL-SHORE & C.J.M.E.A. AUDITIONS**

**File Code:4.121**

**QUALIFICATIONS:**

1. Possesses New Jersey Teacher Certification, Certificate of Eligibility with Advanced Standing, or fulfills qualifications for Substitute Teacher in the Holmdel Township Public Schools.
2. Demonstrates expertise in knowledge and teaching of instrumental music.
3. Has prior experience as a band director (preferred).
4. Demonstrates organizational ability and skill in interpersonal relations.
5. Successfully completes required criminal history proof of U.S. citizenship or legal resident status.
6. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:      Principal or designee**

**JOB GOAL:**            To supervise and coordinate the band activities; to support each participant in achieving a higher level of personal skill, in gaining an enhanced appreciation for band music, and an increased level of self-esteem through rehearsals and performances.

**PERFORMANCE RESPONSIBILITIES:**

**1. Instructional Leadership:**

- a. Communicates with the student body and encourages participation in the band activities.
- b. Seeks, initiates and implements participation of the band and band members in out-of-school band experiences appropriate to the curriculum and student interest (i.e., All-Shore Intermediate Band); assists with auditions and other activities of the groups in accordance with program requirements and district procedures.
- c. Submits budget needs annually to the principal in accordance with established timelines and guidelines.
- d. Accounts for the use of program funds.
- e. Controls the storage and use of school-owned equipment and materials; makes minor adjustments and requests repairs to instruments as required.

## 2. Student Management

- a. Supervises students participating in two band auditions at All Shore and C.J.M.E.A. and oversees penalties for violation of such standards as stipulated in Board Policy and School Procedures.
- b. Maintains necessary band roster, attendance forms, eligibility records and similar paperwork and provides information to the principal as requested.

## 3. Professional Development

- a. Keeps informed about the latest equipment and music.
- b. Participates in continuous study and research and/or attends relevant conferences and/or workshops to maintain and enhance professional competence in accordance with district guidelines and budget all locations.
- c. Maintains a music library.

## 4. School and Community Relations

- a. Cooperates and shares professionally with other members of the staff.
- b. Coordinates with Satz School Band Director in transportation and supervision needs for the auditions and rehearsals.
- c. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents and community residents as appropriate.
- d. Promotes awareness about the band program through communications with the principal and other relevant audiences.

**TERMS OF EMPLOYMENT:** Stipend and work year to be established by the Board in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Schedule "B" Staff and in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

**SOURCE:** Regular Public Board Meeting  
**DATE:** November 3, 2006