



EDUCATION . . .
Road To Success

**HANCOCK PLACE
SCHOOL DISTRICT**

SECTION: 400 Extra-Duty Assignments
TITLE: 015 Music / Band Director

TITLE:	Music / Band Director (Elementary, Middle School, High School)
QUALIFICATIONS	<ul style="list-style-type: none">* Valid Vocal or Instrumental Music teaching certificate in the State of Missouri* Highly organized and able to meet critical deadlines* Experience in the musical performing arts, either at the high school-, college-, or professional-level, is preferred
REPORTS TO / EVALUATED BY:	Building Principal, Assistant Superintendent, and/or Superintendent
TERM OF POSITION:	The first day through the last day of the annual school year as set forth in the district's approved School Calendar.
SALARY:	Extra-duty stipend as set by the district's approved Extra-Duty Salary Schedule
JOB GOAL:	To supervise the growth and development of students in co-curricular and extra-curricular activities. To instill students with the love for learning and performing music.
RESPONSIBILITIES:	<ul style="list-style-type: none">* Have knowledge in and follow the guidelines, rules, regulations, policies, and procedures of the Hancock Place School District for participation in co-curricular and extra-curricular activities.* Work closely with the building administrators in selecting appropriate music to be performed.* Work closely with the building administrators to ensure that the music is legally purchased, non-reproduced copy, or copyright free.* Advertise and recruit students to participate in the activity.* Exercise proper care and handling of district equipment.* Provide for the safety of facilities and the safety of the students while conducting all practice sessions, rehearsals, and performances.* Work closely with the building administrators to publicize the dates and times of the play performances by utilizing the school newspaper, distribution of fliers, and the local area newspaper.* Organize, supervise, and conduct fund-raising activities as required to support the activity, and maintain accurate financial records of same.* Ensure that all deadlines are met so that the students are sufficiently prepared for their scheduled performance(s).* Organize, sponsor, supervise, and conduct regular practice sessions within the daily curricular schedule, as well as a minimum of one practice session per week outside the school day, during the duration of the activity, unless excused by a building administrator.* Organize, sponsor, supervise, and conduct a minimum of two (2) separate performances during the duration of the activity, unless excused by a building administrator.* Ensure that the conduct and behavior of the Sponsor and students reflect the high ideals of competition, fair play, and good sportsmanship.* Provide a yearly inventory of supplies and equipment to a building administrator.* Inform and make recommendations concerning the activity to a building administrator.* Complete all necessary paperwork in a timely manner as requested by the building administrator or the district's Board of Education.



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* Perform all other duties as dictated by law and/or assigned by the Building Principal, Assistant Superintendent, or Superintendent.

Hancock Place School District
Date Approved: December 14, 2005