

TITLE: ELEMENTARY MUSIC ADVISOR-INSTRUMENTAL

QUALIFICATIONS: New Jersey Teaching Certificate.

REPORTS TO: Superintendent of Schools and Principal.

TERMS: School Year (10 Months).

RESPONSIBILITIES INCLUDE:

1. Actively seek students to participate in the elementary school band.
2. Instill in students a sense of pride and accomplishment for their participation in the elementary school band.
3. Organize and supervise the formation of the elementary school band.
4. Supervise all band related practices.
5. Confer with Principal on all budgetary items.
6. Maintain an active inventory of all band instruments, uniforms, etc.
7. Submit to Superintendent and up-to-date inventory at the end of each school year.
8. Be responsible for the security of the building during after school hours while practicing or participating in an event.
9. Supervise the elementary school band during all practice sessions.
10. Provide and attitude of good sportsmanship and proper behavior while students are taking part in any school or community event.
11. Report accidents to building principal within twenty-four hours.
12. Supervise the band's participation in elementary school programs or events.
13. Supervise the band's participation in various community events as determined on a yearly basis.
14. Supervise all band related fund raising events.
15. Cooperate with all 'band parents' and maintain an open channel of communication.
16. Supervise and organize the production of all elementary band concerts with the Vocal advisor.
17. Carryout any other duties as deemed necessary by the Superintendent and Principal as related to all band activities.