



Dr. Jay D. Badams  
*Superintendent of Schools*

Bea Habursky  
*Assistant Superintendent*

**Board of School Directors**

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*Secretary*

**Position Title:** All City Marching Band Director (1-position)

**Location:** TBD

**Position Summary/Goal:** To provide an educational atmosphere in which students will move toward the fulfillment of their potential for intellectual, emotional, physical and psychological growth.

**Term of Employment:** 12 Month Position

**Salary:** per EEA Contract

**Reporting Relationships:** Assistant Superintendent

**Qualifications:**

- Bachelor's degree from an accredited college or university
- PA Certificate in Music
- Demonstrate experience in organizing and coordinated all aspects of a competitive marching band (minimum 3 years)
- Knowledge of overall operation of a marching band program
- Ability to manage budget and personnel
- Ability to implement policies and procedures
- Strong communication, public relations, and interpersonal skills
- Must hold or obtain current clearances (FBI, Criminal, Child Abuse)

**Essential Duties and Responsibilities:**

**Planning:**

- Direct high school instrumental music students: such as marching band, concert band
- Establish performance requirements, enforce academic requirements and verify each student's eligibility to participate in marching band
- Provide for band participation at extracurricular events including concerts, football games, pep rallies, parades, competitions, and community activities
- Arrange transportation, lodging, and meals for out-of-town events
- Comply with federal and state laws, PA Department of Education rules, and board policy
- Oversee band booster club and support band booster club activities
- Recommend policies to improve program

**Budget and Inventory:**

- Ensure that programs are cost-effective and funds are managed wisely
- Compile budgets and cost estimates based on documented program need
- Oversee process of cleaning, repairing, and storing all band equipment

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**Instruction:**

- Develop and implement plans for All-City Marching Band and show written evidence of preparation as required
- Prepare lessons that reflect accommodations for individual student differences
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students
- Conduct ongoing formal and informal assessments of student performance
- Create and environment conducive to learning and appropriate for the physical, social, and emotional development of students

**Student Management:**

- Apply and enforce student discipline in accordance with the Student Code of Conduct and Student Handbook
- Accompany and supervise students on out-of-town trips
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities

**Communication:**

- Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers
- Maintain professional relationships with colleagues, students, parents, and community members
- Maintain confidentiality

**Personnel Management:**

- Assist with recruitment, selection, training, supervision, and evaluation of assistant band director(s) and auxiliary staff
- Other duties as assigned

**Evaluation:** Annual evaluation will be conducted by the Assistant Superintendent

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

**INTERESTED APPLICANTS SHOULD APPLY IN WRITING, NO LATER THAN 3:30 P.M. ON AUGUST 4, 2016, TO THE HUMAN RESOURCES DEPARTMENT, 148 WEST 21<sup>ST</sup> STREET, ERIE, PA 16502.**

**APPLICANTS NOT CURRENTLY EMPLOYED BY THE DISTRICT MUST HAVE A BACKGROUND CHECK AS REQUIRED BY STATE LAW ACT 34 EFFECTIVE 1/86, CHILD ABUSE HISTORY CLEARANCE EFFECTIVE 7/96 & ACT 114 F.B.I. FINGERPRINT CHECK**

**POST:** 8:00 AM JULY 22, 2016

**REMOVE:** 3:30 PM AUGUST 4, 2016

THE ERIE SCHOOL DISTRICT DOES NOT DISCRIMINATE IN EMPLOYMENT, EDUCATIONAL PROGRAMS OR ACTIVITIES BASED ON RACE, SEX, HANDICAP OR BECAUSE A PERSON IS A DISABLED VETERAN OR VETERAN OF THE VIETNAM ERA. THIS POLICY OF NON-DISCRIMINATION EXTENDS TO ALL OTHER LEGALLY PROTECTED CLASSIFICATIONS. PUBLICATION OF THIS POLICY IS IN ACCORDANCE WITH STATE AND FEDERAL LAWS INCLUDING TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, SECTION 504 OF THE REHABILITATION ACT OF 1973, AND THE AMERICANS WITH DISABILITIES ACT. INQUIRIES MAY BE MADE BY CONTACTING THE ERIE SCHOOL DISTRICT, 148 WEST 21ST STREET, ERIE PA 16502, (814) 874-6080.