



Buchanan Community Schools Instrumental Music Aide

Hours: Up to forty (40) hours per week, following the student school year calendar. The position also entails multiple commitments outside of the regular school day, including but not limited to concerts, other public performances, and a weeklong summer marching band camp.

Pay: Pay is commensurate with experience and certification (\$10.70 – \$13.45).

Summary: Assist the Band Director in the areas of instruction, clerical needs (including inventory and instrument maintenance), and supervision. The Buchanan Band program is comprehensive, and ranges from 6th-12th Grade across two buildings. Teaching certification in music education is preferred but not required. Successful experience demonstrating the instruction of students at various levels of development is required.

Instructional Responsibilities:

1. Assist in directing large ensemble rehearsals.
2. Assist in leading small group and sectional rehearsals.
3. Assist in preparing students for Solo and Ensemble, auditions, and other individually-centered performances.
4. Assist in instruction of marching band music and drill.
5. Assess individual performances and provide constructive feedback to students.
6. Attend and/or conduct as agreed upon for various concerts and public performances.
7. Assist in organizing and/or directing pep band functions.
8. Attend after school rehearsals as agreed upon, particularly during marching band season.
9. Demonstrate initiative and creativity in lesson design and implementation.

Clerical Responsibilities

1. Assist director in taking attendance, collecting and grading assignments, and development of documents.
2. Assist in fundraising efforts, including the collection and tracking of funds.
3. Assist in maintaining, organizing, and tracking an extensive instrument, music, and uniform inventory.

BUCHANAN BOARD OF EDUCATION STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL LAW

The Buchanan Community Schools complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, gender/sex, height, weight, marital status, or disability shall be subjected to discrimination in any program, service, or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. Coordinators for Affirmative Action a review of Federal requirements are as follows: Section 504 and ADA, Karin Falkenstein (Ottawa Early Childhood Principal, 695-8409); Title IX, Title VI and Civil Rights, Brian Pruett (H.S. Assistant Principal, 695-8404).