

RANGE N05

**JTC NO. IBN
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Director of Instrumental Music

DATE PREPARED: Summer 2002

DATE REVISED: Spring 2009; Summer 2012; Spring 2015; Fall 2016

GENERAL SUMMARY:

Responsible for all aspects of directing an instrumental music program. To include at least two instrumental ensembles, symphonic band and jazz ensemble.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Performs assigned teaching duties and responsibilities. (Teaching limited to less than 50% of regular faculty load).
- Assesses, identifies and recruits qualified student musicians.
- Oversees band library.
- Advises music students.
- Constructs and monitors instrumental music budget and operates within the framework of a balanced budget.
- Supervises adjunct instrumental faculty.
- Promotes the college and music programs within the community.
- Performs other duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Master's degree or higher and a minimum of one year of demonstrated ensemble teaching experience. Ability to utilize computer technology in order to access data, generate reports, maintain data, and communicate with others. Oral and written communication skills in order to effectively interact with a wide student and employee population from diverse backgrounds. Strong knowledge and experience providing effective customer service. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***