



4th-12th Band Director/ Teacher Job Description

Mission: At Triad Baptist Christian Academy it is our desire to assist and support the parent in laying a foundation that will help each child choose Christ as their personal savior, increase in academic knowledge with a Christian worldview, and develop talents according to his or her God-given potential.

Primary Purpose: To carry out the mission of Triad Baptist Christian Academy by providing a classroom environment that promotes spiritual and academic growth; to motivate students to develop skills, attitudes, and knowledge necessary for success in the class; to establish good relationships with parents and other staff members; to stay current with best practices in education which is relevant to the grade and/or subject being taught.

Spiritual and Emotional Job Requirements:

- A calling to Christian Education.
- Agrees and signs TBCA Statement of Faith.
- Must be an active member of a local church whose doctrinal beliefs and practices are in agreement with the TBCA Statement of Faith.
- Children of school age must be enrolled in TBCA.
- Graduation from a college or university which is recognized by ACSI.
- Hold an ACSI certification or be able to obtain one upon employment.
- Degree in and/or Experience in Music/Band Leadership.
- Ability to lead worship.
- Ability to teach piano.

Supervisor: Elementary Principal and Middle/High Principal.

Personal Conduct:

- Maintains a close personal walk with the Lord evidenced by his/her example and spiritual leadership among peers and with students serving as a Christian role model.
- Conduct self in a professional manner at all times. Conduct self in word, deed, and attitude that are consistent with the current mission, philosophy, and goals of the school.
- All information regarding staff, children, and their families shall be kept strictly confidential.
- Maintains a professional image, and a neat and well-groomed appearance; wears a staff school badge.
- Report absence due to illness and emergencies to the Director of Education.
- Schedule vacation days in advance so that adequate backup and supervision can be made available.
- Follow all policies and procedures of Triad Baptist Christian Academy.
- Serve in the ministry as a team player striving for unity in spirit and action.
- Speak with a united voice in support of final decisions made in the best interest of the school and its programming regardless of differences of opinion.
- Handle conflicts by prayerfully seeking a solution, speaking directly to others involved with understanding and mutual respect, and not participating in gossip or public criticism of people, programs, or policies.
- Maintains professional conduct and attitude when interacting with children, parents, coworkers, church staff, church membership, visitors, and the community-at-large.
- Observes the Matthew 18 principle in conflict resolution. Avoids a negative critical spirit. Take problems to the appropriate administrator as necessary.

Professional Development:

- Maintain ACSI certification.
- Community CPR/First Aid certification.
- Fire Safety Training.
- Intruder Training.

Essential Job Functions:

Duties for the job include, but are not limited to:

- Promotes the spiritual aspect of TBCA by teaching from a biblical worldview that is evident in lesson planning and implementation, by encouraging students to have a personal relationship with Christ, encouraging a maturing of this relationship, and by holding students accountable for Christian behaviors.
- Teaches grade level/ subject(s) assigned by the Headmaster utilizing a course of study as outlined in the Curriculum Guide of TBCA.
- Develops lesson plans, curriculum mapping, and other curriculum materials as directed by the Headmaster.
- Teaches based on the standards designated by the TBCA Administration.
- Uses a variety of instructional strategies, including inquiry, lecture, group discussion, discovery, group activities, etc.
- Utilizes the latest technology in the classroom.
- Provides differentiated instruction as needed.
- Translates lesson plans into learning experiences to best utilize the available time for instruction.
- Obtain the appropriate director's approval before using media, materials, or speakers that are outside the approved curriculum.
- Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Satisfies requirements to obtain and maintain ACSI certification.
- Maintains professional competence through in-service education activities provided by professional growth activities.
- Participates in curriculum development and other professional committees for Academy accreditation.
- Evaluate students' academic and spiritual growth, keep appropriate records, and prepare progress reports and report cards.
- Completes paperwork including but not limited to the following:
 - Grade reports for permanent files.
 - Eligibility reports for athletes.
 - Inventories of classroom equipment/supplies/books.
 - End-of-year evaluation form.
 - Records of attendance.
 - Curriculum Trak.
 - Work necessary for ACSI & CogNIA accreditation.
- Communicates with parents through conferences and other means to discuss students' progress and interpret the Academy's program.
- Creates an effective environment for learning through functional and attractive room décor; classroom and teacher's belongings should be neat and maintained properly. Report maintenance issues to appropriate personnel.
- Supervises students in out-of-classroom activities during the school day.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, and other offenses as stated in the employee handbook) to maintain a positive learning environment and adhere to state and federal laws as well as TBCA board policies. Attend and participate in the following:

- Morning devotions.
- Teacher's meetings.
- Evening programs.
- Teacher Training.
- Parent Teacher Conferences.
- Other.
- Arrives and departs at the stated times in TBCA's teacher handbook unless time is approved in advance by the Headmaster.
- Accepts responsibility for additional assigned duties by the respective administrator(s) for the operation of TBCA.
- Provide classroom discipline that is consistent with the division rules as well as report to the parent and classroom teacher when needed (completing the appropriate documentation.
- Willingness and ability to participate in leading extra-curricular activities.

Band Specific:

- Possesses a passion for band/teaching that ignites passion from students.
- Develop the spiritual maturity of each student through integrating, applying, and communicating Biblical truth.
- Help students have a clear understanding of worship and the use of their gifts as well as engage students in prayer and worship.
- Plans and implements a comprehensive band education curriculum for the school-approved standards that instill in students an appreciation for music through practicing, creating, and performing.
- A positive Christian testimony should be reflected in the selection of music performed and taught.
- Able to build fundamental music knowledge.
- Able to build and sustain a band program at multiple levels.
 - Beginning Band (grades 4,5)
 - Middle School Band (grades 6-8)
 - High School Band
- Able to prepare students to engage in competitions with NCCSA (North Carolina Christian School Association) in instrumental competitions (individual and group).
- Experience with Audio/Visual/Music Technology.
- Able to plan, instruct, and assist with student productions.
- Assist staff with anything instrument-related.
- Maintain all music equipment and curriculum.
- Work with the Music teacher to manage the music budget.
- Establishes performance requirements for all band members.
- Maintains an accurate inventory of band equipment,

Electives Specific:

- Be flexible to teach middle high school electives, as needed.

Planning:

- Work with Fine Arts Coordinator
 - Music for elementary and middle/high chapel.
 - Christmas Program.
 - NCCSA Fine Arts Events.
 - Band tour with outreach opportunities.
 - ACSI Spelling Bee.
- Work with a committee to plan.
 - K-2 Program.

- 3-5 Program.
- Grandparent's Day.
- K5 Moving on Up Celebration.
- Prayer at the Pole.
- Veterans Day Chapel.
- 8th Grade Moving on Up Ceremony.
- Middle/ High production.
- Veterans Day chapel.
- S.T.E.A.M. Night.
- Baccalaureate.
- HS Graduation.

Physical Demands:

- Able to interact (stoop, bend, crouch, lift, hold) on a child's level.
- Able to handle positively and productively the stress, tension, noise, and interpersonal conflicts that can arise when dealing with both adults and children.
- Able to physically and mentally react immediately to unexpected circumstances.
- Able to stand on feet for long periods, as much as 95% of the shift.

Printed Name

Signature

Date

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