



**Job Title:** **Special Assignment: Instrumental Music Assistant, High School**

**Department:** School Administration

**Reports To:** Principal / Assistant Principal

**Applicable For:** All assistant high school band directors, not to be combined with the High School Instrumental Music stipend

**Coverage:** During, before, and after

**Stipend:** \$1,572

**Security Access:** Site Specific

**Last Revised Date:** March 17, 2009

---

**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

**Position Summary:** To assist the head band director in providing instrumental music instruction and opportunities beyond the scheduled school day and calendar.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Assist the head band director in providing a marching band/pep band during athletic events (football and/or basketball)
- *For band teachers only*
- Assist the head band director conducting a minimum of 5 days of summer marching instructions before the school year begins
- Assist the head band director conducting a minimum of 2 concert performances per school year
- Assist the head band director preparing students for and adjudicate all applicable Metro Honor auditions (band, orchestra, and jazz)
- Assist the head band director in participating in a minimum of one All City Festival (band and orchestra)
- Assist the head band director entering and performing at a minimum of one OSSAA sanctioned contest (District large group or solo/ensemble contest)

**Supervisory Responsibilities:**

- This role does not directly supervise any individuals

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Standard school environment

*Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.*

*Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.*