

NANSEMOND - SUFFOLK ACADEMY

POSITION TITLE: Long-term Substitute Band Director
DEPARTMENT: Upper and Middle School
REPORTS TO: Head of Upper School and Head of Middle School
FLSA: Exempt
TERM: February, 2022 – End of Academic Year

School Overview:

Nansemond-Suffolk Academy is an independent coeducational, college preparatory day school serving grades Pre-Kindergarten (including 2 year olds) through 12. The school has a current enrollment of approximately 900 students and 165 employees located on two campuses in Suffolk, Virginia. Nansemond-Suffolk Academy is accredited by the Virginia Association of Independent Schools.

Job Summary:

Nansemond Suffolk Academy is seeking an experienced educator to teach, direct, and coordinate all band activities for the Upper and Middle Schools. The band program at NSA is a highly regarded program at Nansemond-Suffolk Academy, and enjoys an excellent reputation throughout the Hampton Roads region. Being an independent school, the Band Director will have significant latitude to shape the program in concert with the school's mission. This individual will be expected to hold the highest standards of educational professionalism while engaging children from grades six through twelve. This individual should be able to work in collaborative atmosphere, while continuing to advance an already outstanding music program, and support all other programs of the school. This individual will set a positive tone of mutual respect, a strong work ethic and promote excellence in a student-centered environment necessary to accomplish the school's mission.

Essential Functions:

- Direct Middle School and Upper School instrumental performers to include concert bands, marching band, jazz band, basketball pep band, and ensembles.
- Plan, rehearse and direct musical experiences for the school and community including a variety of performances during the school year.
- Provide for band participation at events, including concerts, adjudications, football games, parades, pep rallies, community time, and special events.
- Provide music programs for school productions, graduation ceremonies, Senior Day ceremonies, and other school productions that enhance the students' performing experience.
- Oversee and support the Band Parents' Association.
- Obtain and use evaluative findings (including student feedback) to determine program effectiveness.
- Organize and conduct auditions for District, Regional and State events.
- Order all supplies, materials, and equipment necessary for band-related activities. Manage the budget, inventory, storage, repair and use of school-owned instruments, equipment, and materials.
- Maintain open communication with parents, students, division heads, and teachers.
- Work with the Director of Communications and Public Relations and the Director of Admissions to promote awareness about the band program through school communications and other relevant audiences and to post band announcements and accomplishments on the school's website.

- Work with administration to ensure the school's calendar reflects all band events and collaborate with key personnel to ensure accuracy of posted events;
- Assist with all facets of planning band banquet (date, menu, numbers of attendees, etc.);
- Support a nurturing, compassionate and welcoming environment for all;
- Participate, as needed, in special department projects;
- Maintain a high level of visibility at student, parent, and faculty/staff activities and foster relationships within the NSA communities; and
- Perform other duties as assigned by the Heads of Upper and Middle Schools.

Required Education/Background:

- A bachelor's degree in Music Education from an accredited College or University.
- Valid Teaching Certificate in the content area of Music Education.
- Demonstrated experience in the knowledge and teaching of instrumental music.
- Prior experience as a Band Director, including Marching and Concert Bands.
- Salary commensurate with education and experience.

Required Skills:

- Excellent oral and written communication skills and attention to details
- Self directed with the ability to work independently under limited supervision
- Professional appearance and demeanor
- Strong work ethic
- Ability to multi-task effectively in a fast-paced environment and meet deadlines
- Proficient using Excel, Word, PowerPoint and Google Educational Apps. Blackbaud experience preferred, but not required

Qualified applicants shall submit a letter of interest, resume with references, and a completed NSA Employment Application (posted online) to Amy Morrell, Executive Administrator, Office of the Head of School, amorrell@nsacademy.org, for further consideration. Salary commensurate with experience.

At Nansemond-Suffolk Academy, students are engaged in personal growth, inspired to discover their passion and empowered to make a difference in the world.