



*Criteria for the Excellent
Assistant Band Director*

Clinicians:

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Methods of Being a Superior Assistant Band Director

Panel:

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1. Finding the perfect assistant job.

a. *What are you looking for?*

1. To be an excellent assistant, you must be happy. Find a position you think will make you happy.

2.

3.

4.

5.

b. *What are your goals?*

1.

2.

3.

4.

5.

c. *Research the head director.*

1. He or she is doing research on you—you have the right to do the same.

2. Why is there an opening at that school?

3. What do the director's former assistants have to say?

4.

5.

6.

d. *What are your future goals?*

1. What do you want to do 1 year, 2 years, and 5 years from now?
- 2.
- 3.
- 4.
- 5.
6. Is this the job to help you achieve those goals?

e. *What will be your responsibilities?*

1. Football games?
2. Team-teaching?
3. What will you be doing during the top band period? Will you be taking individuals/sections out? Will you be working any with the top band students during that class period?
4. What will be expected after school/weekends/summer?

f. *What makes a job a good assistant's job?*

1. This is decided by each assistant.
- 2.
- 3.
- 4.
- 5.

g. *What are the differences between a Large-school assistant and a Small-school assistant?*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

2. What is a Head Director looking for?

a. *Your knowledge*

- 1.
- 2.
- 3.
- 4.

b. *Your strengths*

- 1.
- 2.
- 3.
- 4.

c. *Good discipline and classroom management skills*

d. *Energy*

e. *What will you bring to the program?*

1. Most want your opinion. However, they also want you to realize that when they decide on something, they want your support, even if this conflicts with your opinion.
2. A cooperative spirit; a team player
3. Willingness to teach hard, but also to help administratively
4. Ability to motivate. This is very important as an assistant.
5. Loyalty, loyalty, loyalty!!!

3. Now, you are an assistant

a. *Know what is required of you each day.*

1. Do not expect the head director to tell you. Ask.
2. Try to do something additional, even if it is small. Let the head director know what you have already done.
3. Learn what will help the head director with his or her day.
4. When asked to do something, do not put it off for later.

5. When asked to work with students, be certain that some improvement is noticeable.
6. Keep your relationship with students completely professional.
7. You must be able to "back up" the head director's decisions. Do not undermine his or her authority.
8. Work to build a relationship with the head director so you will know that he or she will back you up. Let him or her know what is going on.
9. Do not let there be surprises.
10. Be certain that you thank the head director for any encouragement.
11. Once a head director asks you to do some project, do it on your own next time (for ex., ordering busses, doing inventory).
12. If he or she has experience/success, allow him or her to mentor you. Ask them questions. "Pick their brain".

4. Little known tidbits to success

- a. *"Great idea, that really helped"*
- b. *Make suggestions, and be able to back them up with examples.*
 - 1.
 - 2.
 - 3.
- c. *If you feel strongly about something, you may need to convince the head director that it was his or her idea.*
- d. *Be on time (early)*
- e. *Stay up on paperwork*

f. *Keep up with your boss's daily school tasks*

1. Remind him of what he has to do each day. Example: Do you have a faculty meeting this morning?

2.

3.

4.

g. *Do not leave without checking first.*

1. If you have a school-related appointment, make sure that the head director is informed early.

2. Would it be OK if I did this or that?

3. If your appointment is not school-related, ask permission.

h. *Can I voice my opinion?*

1. Once you voice your opinion or suggestion, if the head director rejects it, let it be.

2. Never, ever, ever "bad-mouth" the head director in any way, even by body language.

3. He or she is giving you a job. If you do not like what is occurring, move on at the end of the year.

4. If you must move on, be professional. You might be in a similar position some day, and will want to be treated with the same kind of respect.

5. Benefits

a. *A Learning environment*

b. *The buck stops somewhere else*

c. *You are not alone*

6. Drawbacks

a. *Not your own boss*

b. *Might have more tedious administrative tasks than what you would prefer.*

c. *You may have to wait on your own ideas until you are a head director.*