

Union Public Schools Job Description

Position Title: Color Guard Specialist
Department: Fine Arts
Reports To: Assistant Director of Fine Arts

FLSA Designation: Non-exempt

SUMMARY: To maintain and ensure excellent and safe conditions while providing a positive and educational attitude for the Union Color Guard.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Solicit, recruit and instruct color guard members.
- Maintains accurate files for students.
- Maintains and report all attendance records.
- Maintains documents and reports all student discipline issues.
- Verifies and maintains eligibility status for students.
- Maintains up-to-date inventory of all guard equipment and costumes etc.
- Provides inventory of supplies/equipment for day-to-day use (pole caps, bolts, gloves, tape, etc).
- Maintains an up-to date list of all fundamental exercises for Movement, Flag, Rifle and Sabre
- Schedules all rehearsals and facilities for rehearsals.
- Assists with program concept and design.
- Co-designs guard costume, flags, props etc.
- Provides choreography as needed for band performances.
- Oversees all guard rehearsals and functions.
- Solicit, recruit and oversee the guard technician.
- Communicates on a bi-weekly basis with Guard Liaison as to needs from parents and Union Band Parents Club (UBPC).
- Attends UPBC meetings as schedule allows.
- Attends Winter Guard and Percussion of Oklahoma (WGPO) circuit meeting/clinics
- Assists band staff as schedule allows.
- Assists with public relations for Union guard and color guard activity.
- Always set a great example in front of students and provide a positive and educational experience.
- Works well with both supervisors and other members of the team.
- Consistent and punctual attendance.
- Other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High school diploma or general educational degree (GED), experience in the field of Fine Arts, specifically guard.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is almost continuously required to sit, and talk or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate. While performing the duties of this job, the employee may be employed to work both indoors and outdoors and under adverse weather conditions. Duties will require handling of average-weight objects up to 25 pounds or standing and/or walking for more than four (4) hours per day. The employee is continuously interacting with the staff and students.

The noise level is frequently loud enough that the employee must raise his/her voice to be heard.