



# **JEFFERSON HIGH SCHOOL BAND**

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## **LEADERSHIP ROLES & RESPONSIBILITIES 2025-2026**

### **Eligibility:**

To be eligible for a position in band, percussion, or color guard leadership, the applicant must be a rising sophomore, junior, or senior.

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# **1. LEADERSHIP ROLES**

## **1. Drum Major(s)**

The Drum Major(s) are the primary student leaders and field conductors of the Dragon Band. Candidates for this role must demonstrate exceptional musicianship, leadership, and a deep understanding of both the music and drill—on par with the director and staff. Drum Majors play a vital role in ensuring rehearsals and performances run smoothly and effectively. They represent the spirit, pride, and professionalism of the entire band program and are expected to embody these qualities at the highest level.

## **2. Band Captain**

The Band Captain plays a vital leadership role within the Dragon Band, serving as a key liaison between the director, drum majors, and student leadership team. Their primary responsibility is to help ensure all leaders are fulfilling their duties and that the band is fully prepared for every rehearsal and performance. The Band Captain is also responsible for maintaining accurate attendance records, including both excused and unexcused absences. A strong understanding of both the music and drill is essential for this position. As a representative of the band's pride and professionalism, the Band Captain is expected to embody the highest standards of responsibility, spirit, and integrity.

## **3. Percussion Captain**

The Percussion Captain is responsible for leading and managing the entire percussion section, ensuring that all members are well-prepared musically and consistently attend rehearsals and sectionals. This student leader acts as both a role model for the band and a liaison between the percussion section and the rest of the ensemble. The Percussion Captain is expected to uphold high standards of discipline, musicianship, and teamwork, guiding the section toward excellence in both performance and conduct. Working closely with the Drum Majors and Band Captain, the Percussion Captain plays a critical role in ensuring rehearsals and sectionals are productive and efficient. This individual should exemplify the pride, integrity, and leadership that define the spirit of the Dragon Band.

## **4. Guard Captain(s)**

The Guard Captain plays a vital leadership role within the Color Guard and the greater Dragon Band. Key responsibilities include ensuring all members understand their choreography, coordinating sectionals as needed, and maintaining accurate attendance records—reporting them promptly to the Band Director and Guard Director. As the liaison between the Color Guard and the rest of the band, the Guard Captain helps foster communication and unity among all sections. This individual must be an exceptional performer who leads by example and holds the guard to the highest standards of excellence. The Guard Captain is expected to embody the pride, discipline, and spirit of the Jefferson High School Band Program at all times.

## **5. Section Leader**

The Section Leader is fully responsible for leading and supporting their assigned section within the band. This role requires a strong command of both music and drill, as well as a commitment to helping each section member perform at their best. Section Leaders play a key role in maintaining attendance records and assisting the Band Captain with accountability.

As mentors and role models, Section Leaders are expected to demonstrate leadership, discipline, and integrity at all times. They must be proactive in guiding their peers, addressing challenges, and ensuring every member of their section is progressing musically and visually. Above all, the Section Leader should embody the pride, excellence, and spirit of the Jefferson High School Band Program.

## **6. Librarian**

With performances spanning stand tunes, pregame, halftime shows, parades, Homecoming, Middle School Band Night, and other special events, ensuring every student has the correct music and part is essential to the success of the Dragon Band. The Band Librarian plays a vital role in this process.

Working closely with section leaders, the Librarian ensures that all members are equipped with the necessary music and drill materials for every rehearsal and performance. In addition, the Librarian is responsible for maintaining a well-organized library and master binder containing all show music, stand tunes, and drill sheets for each season.

This is a major responsibility, requiring exceptional organization, strong leadership, and a solid understanding of musical content. Candidates for this role should demonstrate high levels of responsibility, initiative, and attention to detail.

## **7. Equipment Manager**

Logistics are the backbone of every successful marching band season, making the role of Equipment Manager absolutely essential. This leader is responsible for the maintenance, organization, and transportation of all instruments and equipment used by the Dragon Band.

Key responsibilities include ensuring podiums, field markers, sound equipment, and other rehearsal materials are properly set up and ready for each practice. The Equipment Manager also oversees the care and placement of all instruments, coordinating repairs when needed.

Before every performance, this student will help lead the packing and loading of the band trailer, working closely with the band director, percussion captain, and guard captain to guarantee that all necessary equipment is accounted for and securely transported.

This position requires strong musical and leadership skills, excellent organizational abilities, and a collaborative mindset. A successful Equipment Manager is dependable, proactive, and a vital member of the leadership team.

## **8. Spirit Sergeant**

The job of the spirit sergeant is to work directly with the director, staff, and leadership in elevating the pride, spirit, and positive energy of the entire band throughout the entirety of the season. The spirit sergeant is responsible for selecting the section of the week, leading bonding activities, and ensuring that every member of the Marching Wall of Sound feels welcome and successful. This student must possess superior musical and leadership qualities and display an outstanding ability to inspire his/her peers and work well with others.

## **2. DUTIES AND DESIRABLE QUALITIES OF THE DRUM MAJOR**

*Duties and qualities include but are not limited to the following:*

### **Marching Rehearsals**

1. Collaborates with the director and staff before each rehearsal to review the day's objectives and rehearsal plan.
2. Leads or assists in guiding the band through warm-up and stretching routines at the start of rehearsals.
3. Supports the director and instructional staff during rehearsal and may assist with conducting or giving section-specific feedback.
4. Aids in the instruction of marching drill and works one-on-one or in small groups with band members to address challenging sections.
5. Helps reinforce high standards of discipline and focus at all times—on and off the field, and inside and outside of class.

### **Music Rehearsals**

1. Meet with the director before each rehearsal to review the rehearsal plan and ensure full familiarity with all aspects of the music, including conducting patterns and any potential challenges that may arise.
2. Lead the ensemble in a structured warm-up routine to prepare for rehearsal.
3. Be ready to lead sectionals or work with specific groups as directed.
4. Always keep a metronome on hand to ensure a consistent tempo during rehearsals and performances.

### **Performances**

1. Ensure the band is assembled in the correct formation at the designated time and location.
2. Lead the band through the full stretching routine before rehearsals and performances.
3. Oversee the organized movement of the band from one area to another.
4. At football games, ensure the band is seated in the assigned formation and that proper conduct is maintained throughout the event.
5. Conduct the band during pep tunes at games, rallies, and other spirit events.
6. Demonstrate a thorough understanding of proper band etiquette, discipline, and professionalism.
7. Know when and how to call the band and Color Guard to attention.
8. Deliver all necessary commands during performances.  
Conduct and manage all elements of the field show with precision and confidence.
9. Consistently model excellence in dress, leadership, punctuality, focus, marching technique, and overall spirit.

### **Desirable Qualities**

1. Above all, the individual must demonstrate exceptional musicianship and strong leadership skills.
2. A deep commitment to the Dragon Band Program is essential.
3. This role is leadership-focused, and outstanding leadership qualities should be clearly evident well before assuming the position of drum major.

4. The candidate should have a cooperative and approachable personality, fostering positive relationships with others.
5. Reliability and dependability are critical traits for this role.
6. As one of the public faces of the Dragon Band, the drum major must consistently represent both themselves and the band in a positive manner.
7. They should maintain a positive attitude and actively promote high morale within the band.
8. Enthusiasm and passion for the band program are vital.
9. The drum major must be ready to take full responsibility for behavior and conduct on the field, in the stands, and at contests or festivals.

### **3. DUTIES AND DESIRABLE QUALITIES OF BAND, PERCUSSION & GUARD CAPTAINS**

*Duties and qualities include but are not limited to the following:*

#### **Marching Rehearsals**

1. Consults with the director and staff before each rehearsal to review the rehearsal plan.
2. Assists with pre-performance inspections.
3. Supports directors and technicians in teaching marching drills.
4. Provides individual help to band members struggling with challenging drill sections.
5. Maintains discipline consistently, both on and off the field, and in and out of class.
6. Responsible for taking and keeping accurate attendance.

#### **Music Rehearsals**

1. Consult with the director before each rehearsal and strive to become fully familiar with all aspects of the music to be rehearsed.
2. Assist other sections as needed during rehearsals.
3. Be ready to lead specific groups during sectional rehearsals.

#### **Performances**

1. Assist the drum major in ensuring the band assembles in the correct formation at the designated time and location.
2. Help with general inspections.
3. At football games, ensure the band is seated in the assigned formation and maintain order.
4. Understand and uphold the fundamentals of proper band etiquette, discipline, and professionalism.
5. Help maintain discipline and keep it to a minimum.
6. Monitor and record attendance.
7. Consistently set an exemplary standard in appearance, leadership, punctuality, attentiveness, precise marching, and spirit.

## **Additional Responsibilities**

### **Band Captain**

1. Manage and coordinate leadership responsibilities.
2. Handle social media accounts and updates.
3. Collect and oversee daily attendance.
4. Supervise communication among section leaders.
5. Oversee lunch cleanup, including vacuuming and microwave duties, and develop a plan to delegate tasks as needed.
6. Collaborate with directors to improve systems and processes.
7. Maintain the band calendar and enhance communication with students.

### **Percussion & Guard Captains**

1. Conduct weekly check-ins and assist section members with their music across all ensembles.
2. Communicate your section's music needs promptly to the librarians.
3. Provide support to section members who need help with their music.
4. Ensure that cabinets are kept clean and free of trash or unrelated items.
5. Maintain neatness and organization in equipment rooms daily (including percussion, jazz, and tuba).
6. Keep the guard closet organized and clean every day.

### **Desirable Qualities**

1. Demonstrates exceptional dedication to the Dragon Band Program.
2. Possesses outstanding musical and performance skills at the highest level.
3. This leadership-focused role requires strong leadership qualities well before assuming the position of band, percussion, or guard captain.
4. Has a friendly, approachable personality and works well with others.
5. Consistently responsible, reliable, and dependable.
6. Maintains a positive attitude and helps boost morale within the band.
7. Approaches the band with enthusiasm and commitment.
8. Ready to take full responsibility for conduct on the field, in the stands, or at contests and festivals.

## **4. DUTIES AND DESIRABLE QUALITIES OF SECTION AND BAND LEADERSHIP**

*Duties and qualities include but are not limited to the following:*

### **Marching Rehearsals**

1. Consults with the drum major and band captain prior to each rehearsal for instructions concerning the rehearsal plan.
2. They make sure their section is warmed-up and ready for rehearsal.

3. Assists directors/technicians in the teaching of marching drills within their section.
4. Help individual band members with difficult sections of the music and drill within their section.
5. Maintains discipline at all times. (On and off the field, In and out of class)

### **Music Rehearsals**

1. Ensuring not only their own music but also their section members' music is learned and memorized.
2. Arrange sectionals when necessary.

### **Performances**

1. Assist the drum major and band captain in ensuring your section assembles in the correct formation at the designated time and place.
2. Ensure your section is seated in the assigned formation during football games and that professionalism is upheld in the stands.
3. Demonstrate a thorough understanding of proper band etiquette, discipline, and professionalism.
4. Maintain discipline during all rehearsals and performances.
5. Keep accurate attendance records for your section.
6. Always set a flawless example in dress, leadership, punctuality, attentiveness, precise marching, and team spirit.

### **Additional Responsibilities**

1. Conduct weekly check-ins to support section members with their music across all ensembles.
2. Stay in regular contact with all members each week.
3. Promptly communicate your section's music needs to the librarians.
4. Provide assistance to section members who need help with their music.
5. Keep cabinets clean and free of trash or any unrelated items.
6. Ensure equipment rooms are kept tidy and organized every day.

### **Desirable Qualities**

1. The individual should be intelligent and able to think quickly under pressure.
2. A strong commitment to the band program is essential.
3. Musical ability of the highest caliber is expected.
4. Since this is a leadership role, exceptional leadership qualities should be evident well before becoming a section leader.
5. The candidate should have a positive personality and work well with others.
6. Dependability is a key trait for this position.
7. Maintaining a positive attitude and fostering good morale within the band are important responsibilities of the section leader.
8. The section leader must approach their role with enthusiasm.
9. They must also be ready to take responsibility for the behavior of their section both on the field, in the stands, and at contests or festivals.



## **5. DUTIES OF LIBRARIAN(S)**

***Duties include but are not limited to the following:***

1. Daily check with the librarian station for filing/organizational needs
2. Organize and maintain library
3. Develop a system for students to request music copies - QR code or clipboard are some examples
4. Provide requested music copies in a timely manner
5. Daily maintenance and organization of the booster room.

## **6. DUTIES OF EQUIPMENT MANAGERS**

***Duties include but are not limited to the following:***

1. Sweep and vacuum the bandroom every morning and at the end of the day.
2. Perform a daily inspection of the percussion suite, battery room, and equipment to ensure everything is properly stored—no items should be left on top of cabinets or on the floor.
3. Check backstage and the stage daily for any trash or misplaced items.
4. Inspect the auditorium each day for trash and items out of place.
5. Maintain inventory records.
6. Assist with concert setup and teardown.

## **7. DUTIES OF SPIRIT SERGEANTS**

1. Maintain and decorate the bulletin board throughout the year.
2. Keep the lobby sign current and up to date.
3. Design and display encouraging signs for middle school students to build positive relationships (e.g., “Good Luck” posters for performances).
4. Promote a supportive and enthusiastic atmosphere around key events such as Concerts, MPAs, Solo & Ensemble, and Jazz Festivals.
5. Organize and celebrate Spirit Week during band camp.
6. Support and contribute to events like Middle School Band Night, All-State Audition Week, and All-County Audition Week.
7. Boost morale during MPA seasons—Marching, Solo & Ensemble/Jazz, and Concert, at both district and state levels.
8. Recognize birthdays and other special celebrations.