

# HIGH SCHOOL ASSISTANT VOCAL MUSIC DIRECTOR/ MIDDLE SCHOOL VOCAL MUSIC DIRECTOR

JD LOCATOR: 3.05.4

Adopted: 11/10

REPORTS TO:	Building Principal, High School Head Vocal Music Director, and Fine Arts Coordinator
CLASSIFICATION:	Certified
FLSA STATUS:	Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of extra-duty staff.

## JOB SUMMARY

The High School Assistant Vocal Music Director assists the High School Assistant Vocal Music Director in administering the high school vocal music program. Provides guidance and encouragement to help students profit from their participation. Promotes close working relationships with parents. Keeps the High School Head Vocal Music Director and principal informed of emerging issues.

In accordance with district policies and procedures, the Middle School Vocal Music Director is responsible for the overall implementation of the vocal music program for grades 7 and 8.

***The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.***

## ESSENTIAL DUTIES AND RESPONSIBILITIES

**NOTE:** Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Complies with federal and state laws, State Board of Education rules, MSHSAA rules, and Board of Education policies.
2. Supports vocal music booster club activities.
3. Cooperates with the school administration in providing music programs for school productions and, as appropriate, civic functions that enhance students' performing experience.
4. Controls the storage and use of school-owned equipment and materials; makes minor adjustments and requests repairs to instruments as required.
5. Plans and uses appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
6. Creates an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
7. Other duties as assigned by the principal or other administrative staff.

### **Additional Job Performance Responsibilities as pertains to High School Assistant Vocal Music Director:**

1. Assists teaching vocal music ensembles, which may include Concert Choir, Chamber Choir, and Women's and Men's Choir.
2. Assists with the extra-curricular and co-curricular responsibilities, which include music direction of school musicals, pep rallies, community events, preparation and participation in various contests such as all district/state choir, district/state solo/ensemble festival, and state large ensemble contest.
3. Assists with performance requirements, enforce academic requirements, and verifies each student's eligibility to participate in choir.
4. Assists in the organization and implementation of vocal music trips in accordance with district policy and regulations as well as student interest and ability. Arranges transportation, lodging, and meals for out-of-town events.
5. Assists with tryouts for Chamber Choir and Concert Choir; informs administration and participants of final selections.
6. Assists with planning, rehearsals, and directing musical experiences for the school and community with a minimum of three evening performances per school year.

7. Assists with scheduling and other arrangements for the rehearsals and concerts in cooperation with the building principal.
8. Assists with preparing students and required documents for District and State auditions and competitions. Assists with making all arrangements.
9. Assists in the ordering of all supplies and materials necessary for music-related activities in accordance with established district procedures and budget allocations.

**Additional Job Performance Responsibilities as pertains to Middle School Vocal Music Director:**

1. Orders all supplies and materials necessary for music-related activities in accordance with established district procedures and budget allocations.
2. Organizes and conducts tryouts for 7<sup>th</sup> & 8<sup>th</sup> grade advanced choir.
3. Teaches vocal music ensembles, which may include 7<sup>th</sup> grade choir, 8<sup>th</sup> grade choir and 7<sup>th</sup> & 8<sup>th</sup> grade advanced choir.
4. Meets with Building Principal and High School Vocal Director to review goals for the vocal music program.
5. Provides performance experiences outside the school setting, when invitations are extended after coordination with building principal.
6. Establishes performance requirements, enforces academic requirements, and verifies each student's eligibility to participate in choir.
7. Assists with planning, rehearsals, and directing musical experiences for the school and community with a minimum of four evening performances per school year.
8. Organizes scheduling and other arrangements for the rehearsals and concerts in cooperation with the building principal.
9. Prepares students and required documents for District and State auditions and competitions. Makes all arrangements.
10. Maintains an appropriate inventory of equipment.
11. Responsible for the organization and implementation of vocal music trips in accordance with district policy and regulations as well as student interest and ability. Arranges transportation, lodging, and meals for out-of-town events.

***QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.***

SUPERVISORY RESPONSIBILITIES

Volunteers and students involved in assigned activities.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. Valid Missouri Teaching Certificate
2. Minimum of three (3) years teaching experience
3. Demonstrates expertise in knowledge and teaching of vocal music.
4. Current certificated staff member
5. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
6. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Strong communication, public relation, and interpersonal skills.
2. Ability to write reports and correspondence consistent with the duties of this position.
3. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
4. Ability to read, analyze, and interpret information.

- 5. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
- 6. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

- 1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

- 1. Ability to interpret a variety of information furnished in written, oral, diagram, or schedule form.
- 2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

- 1. Maintains appropriate confidentiality.
- 2. Promotes a harassment-free environment.
- 3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
- 4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
- 5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
- 6. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
- 7. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
- 8. Ability to work independently with minimum supervision.
- 9. Ability to use independent judgment and demonstrates initiative to act without being asked.

**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 regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The demands of an extended workday (games, events, etc.) requires a high level of physical endurance.

**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.*

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. The work environment may vary from extremely cold to extremely hot depending on the activity and the season of the year. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature	Date	Supervisor's Signature	Date
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