

JOB DESCRIPTION

DEPARTMENT: FINE ARTS

JOB TITLE: ELEMENTARY VOCAL DIRECTOR

REQUIREMENTS:

- A. Education Level:** Bachelor's degree
- B. Experience Desired:** Elementary vocal teaching/student teaching experience
- C. Physical Requirements:** This position requires constant hand-eye and mind-eye coordination, hearing; intermittent repetitive motions with the wrists, hands and fingers, sitting, walking, talking, and keyboarding. The position requires frequent lifting, bending, stooping, pulling, speaking, turning, grasping and carrying.
- D. Other Requirements:** Piano and vocal proficiency. Strong organization, communication and interdisciplinary skills. Demonstrated ability to follow Board policy.

REPORTS TO: Principal, Coordinator of Fine Arts

RECEIVES GUIDANCE FROM: Coordinator of Fine Arts

DATE: Revised June 2003

ESSENTIAL FUNCTIONS AND DUTIES:

1. Provide 60 minutes of extra-curricular instruction each week for students who will serve as narrators, small vocal ensembles, dancers, instrumentalists, or actors for the two major annual concerts.
2. Prepares two major concerts each year, one for all second grade students, and one for all fifth grade students (per building). The concert schedule shall be approved by the coordinator of Fine and Performing Arts by May of the preceding school year, and include performers from the above-mentioned areas (duty number 1). The concerts may have matinee (school day) times, but they must also include evening (extra-curricular) performances.
3. Maintains the building choral library.
4. Prepares students for participation in PTA sponsored performances.
5. Organizes the use of guest clinicians/soloists/conductors.
6. Works with the other members of the department to coordinate activities of the choral department.

7. Meets with the Fine Arts Coordinator on curriculum, calendar, equipment, maintenance, schedules, music library and district budget needs.
8. Organizes parent appreciation and student recruitment activities.
9. Prepares students for performance at community activities, conventions and district wide school sponsored activities.
10. Prepares students for auditions, rehearsals and performances with local, state, area and national honors choirs.
11. Prepares students for participation in a district-wide choral festival.
12. Coordinates rehearsal/performance room usage with the other music directors and the Fine Arts Department Choir.
13. Performs other duties as assigned.

WORKING CONDITIONS:

A.	<u>Inside</u>	<u>Outside</u>	<u>Both</u>
	Choir Room Auditorium/Gym	Outdoor Concerts	Community Performances

B. Climatic Environment:
Possibly exposed to extremes of temperature. Occasionally subjected to extreme noise, odors, mists, dust and poor ventilation.

C. Hazards
Possible exposure to communicable diseases. Travel between locations will cause exposure to hazardous driving and walking conditions.

D. Work Year:
Extra duty/extra pay positions are for a fiscal year (July 1-June 30). Duties of the position may be performed any time during that time period depending upon the position/season.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

Print Name