

JOB DESCRIPTION

DEPARTMENT: FINE AND PERFORMING ARTS

JOB TITLE: HIGH SCHOOL VOCAL DIRECTOR

REQUIREMENTS:

A. Education Level: Bachelor's or Master's degree

B. Experience Desired: Five years' choral conducting/vocal music

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: Proficiency with vocal and piano. Must exhibit successful leadership, organization, public relations and business skills. Demonstrated ability to follow Board policy.

REPORTS TO: Principal, Coordinator of Fine Arts

RECEIVES GUIDANCE FROM: Coordinator of Fine Arts
Department Chair

DATE: Revised July 2002

ESSENTIAL FUNCTIONS AND DUTIES:

1. Prepares two major concerts per choral group each year, up to 30 ensemble performances, participates in choral festivals, competitions and region contests.
2. Prepares students for participation in homecoming and Booster Club activities.
3. Supervises and maintains their building choral music library.
4. Prepares students for auditions, rehearsals and performances of All State Chorus, All State Honors Choir and Junior Honors Choir.
5. Rehearses choral sectionals, combined choruses and group lessons.
6. Maintains the choir robe inventory including name/address/phone/parent/guardian of the user.

7. Biannually prepares a music theater production with the theater and orchestra department.
8. Collects and processes data for awards program.
9. Coordinates selection and purchase of vocal ensemble costumes.
10. Provides singers for athletic events.
11. Serves on Festival of Choirs USA Board of Directors.
12. Organizes and directs choir and ensemble retreats.
13. Meets with the Fine Arts Coordinator on curriculum calendar, travel equipment maintenance, music library and district budget needs.
14. Works with the other members of the department to coordinate all activities of the choral department.
15. Advises and monitors all choir booster activities.
16. Organizes fund raising activities on rotation according to Board policy for an out of state trip.
17. Participates in the preparation and presentation of a Middle School Choral Festival.
18. Coordinates rehearsal/performance rooms through the music directors and the Fine Arts Department Chair.
19. Performs other duties as assigned.

WORKING CONDITIONS:

A.	<u>Inside</u> Choir Room Auditorium Gymnasium	<u>Outside</u> Outdoor Concerts Retreat Centers Travel	<u>Both</u> Community Performances
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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
HSVocDr3

Date

