

JOB DESCRIPTION

DEPARTMENT: FINE AND PERFORMING ARTS

JOB TITLE: MIDDLE SCHOOL VOCAL DIRECTOR

REQUIREMENTS:

- A. Education Level:** Bachelor's degree
- B. Experience Desired:** Middle school 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 July 2002

ESSENTIAL FUNCTIONS AND DUTIES:

1. Prepares two major concerts per chorus group each year and up to six ensemble concerts each year.
2. Maintains the building's choral library.
3. Rehearses combined choruses, chorus sectionals, and individual/small group instruction.
4. Prepares students for participation in other school sponsored performances.

5. Organizes the use of guest clinicians/soloists/conductors.
6. Rehearses a vocal ensemble twice a week for a minimum of 80 minutes.
7. Prepares/directs/conducts in the three year rotation of school talent show/musical/All City Choral Festival.
8. Works with the other members of the department to coordinate activities of the choral department.
9. Meets with the Fine Arts Coordinator on curriculum, calendar, equipment, maintenance, schedules, music library and district budget needs.
10. Organizes field trips to the area elementary schools.
11. Organizes parent appreciation and student recruitment activities.
12. Prepares students for auditions, rehearsals and performances with local, state, area and national honors choirs.
13. Coordinates rehearsal/performance room usage with the other music directors and the Fine Arts Department Chair.
14. Performs other duties as assigned.

WORKING CONDITIONS:

A.	<u>Inside</u> Classroom Auditorium/Gym	<u>Outside</u> Outdoor Concerts	<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

Date