

JOB DESCRIPTION

DEPARTMENT:	MUSIC
JOB TITLE:	MIDDLE SCHOOL ASSISTANT 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 Fine Arts Coordinator
RECEIVES GUIDANCE FROM:	Coordinator of Fine Arts
DATE:	Revised July 2002

ESSENTIAL FUNCTIONS AND DUTIES:

1. Assists in the preparation of two major concerts per chorus group each year.
2. Assists in the maintenance of the building choral library.
3. Co-directs combined choral rehearsals.
4. Prepares students for participation in other school sponsored performances.
5. Participates in the preparation and performance of the three year rotation of school talent show/musical/All City Choral Festival.
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. Participates in field trips to the elementary schools.
9. Participates in parent appreciation and student recruitment activities.
10. Prepares students for auditions, rehearsals and performances with local, state, area and national honors choirs.
11. Coordinates rehearsal/performance room usage with the other music directors and the Fine Arts Department Chair.
12. 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