

POSITION DESCRIPTION

Part-Time Substitute Vocal Instructor

Revision Date: 10/29/2025

Reports to:	Principal
Supervises:	N/A
General Description of Duties (Knowledge, Skills and Abilities):	
Provide vocal instruction to the theater arts program. Develop and refine a student's singing abilities through personalized instruction in vocal technique, performance, and musicality. Key responsibilities include assessing student skill levels, creating tailored lesson plans, teaching proper breathing and vocal exercises, and providing guidance on repertoire and performance preparation. Must also foster a positive learning environment and offer constructive feedback to help students reach their full vocal potential. Must work independently, follow a schedule, implement lesson plans, maintain classroom management, and communicate effectively, both orally and in writing.	
Salary Level	
Daily rate of pay. Substitute pay will be at the prevailing pay scale: <ul style="list-style-type: none"> Teacher Certification in related field: \$220.00 Bachelor's Degree in related field: \$175.00 High School Diploma and 5 years proven experience in music, vocal coaching, theater arts, or choir: \$127.00 	
Fair Labor Standards Act Status	
Non-Exempt	
Qualifications/Experience	
Minimum Qualifications: Must have High School Diploma. Associates Degree or Bachelor's Degree preferred. Must have previous experience with music, choir, vocal instruction, music theory, or performing arts.	
Preferred qualifications: Teaching license in theater arts or choir.	
Major Functions	
<u>FUNCTION: INSTRUCTIONAL PROCESS</u> <ul style="list-style-type: none"> Contractual on-call position without benefits package. Will work as needed in the performing arts program. Duties are normally performed in a school/classroom environment and/or may be occasionally performed on field trips away from school. Implements instructional materials as assigned. Assists in providing for the safety of students. Maintains a high level of ethical behavior and confidentiality concerning information about students and staff. 	
<u>FUNCTION: SELECTION PROCEDURE</u> <ul style="list-style-type: none"> Principal will require interview and recommend for employment after interview. 	
<u>FUNCTION: Evaluation</u> <ul style="list-style-type: none"> Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel. Feedback from other teachers and staff will also be used to assess performance. 	
<u>PHYSICAL REQUIREMENTS</u> <ul style="list-style-type: none"> The job will require sitting, standing, walking, lifting, speaking, visual and hearing acuity. 	

- May be required to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects.
- Shall be required to reach with hands and arms, and use hands and fingers to handle objects and operate tools, computers and/or controls.

OTHER (NON-REGULAR)

- May be asked to perform other duties as assigned.
- Must be able to work independently.
- Must possess the ability to multi-task.

Appearance/ Disclaimers:

All staff are expected to dress in a professional manner, in accordance with the personnel policy, at all times when on duty. This Position Description is not a binding contract. Management, with approval of the School Board, has the right to alter this position description without notice.