

Imlay City Schools Position Description

Position Title:	Choir Accompanist	
Department:	High School	
Reports To:	Principal	
Approved By:	Superintendent	Date: October 2025

SUMMARY: Provides piano accompaniment and assistance to music teachers in working with students, performs clerical tasks and other functions. Develops and promotes good community relations among various community and school clientele.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties as assigned.*

- Provide piano accompaniment to music department for classes, concerts, rehearsals, and festivals.
- Provide clerical support to music department, including record keeping, composing correspondence, collecting fees, issuing receipts, and general clerical duties.
- Lead choral warm-ups and sight reading exercises.
- Assist teacher with classroom management; help assess students when substitute teachers are present.
- Assist with preparation of lesson plans and classroom materials, manage music library.
- Assist in the training of sectional leaders.
- Perform preparation for concerts, including coordinating guest performers, stage set-up, creating programs.
- May attend choir meetings as needed.
- May conduct sectional rehearsals, including playing and teaching individual parts.
- May chaperone students in special events outside of school.
- Perform other related duties as assigned or requested.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED). Music education required.

LANGUAGE SKILLS:

Ability to write routine reports and correspondence. Ability to speak effectively before groups of parents, employees of the school district, and students.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed, but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

SALARY: negotiable.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Occasionally, the employee will type for long periods of time. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate. The employee continuously interacts with the public and other staff and occasionally meets multiple demands from several people.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.