

HIGH SCHOOL CHOIR DIRECTOR

Rev. Jun 2022

Job No.: T415

FLSA Status: Exempt

Reports to: Principal & District Fine Arts Director's

Pay Grade: Teacher Scale + Stipend

Dept./Campus: Assigned Campus

Term: 187 Days

PRIMARY PURPOSE:

To maintain, organize and administer the overall campus choir program in a way that will encourage each participating student to achieve a high level of skill, an appreciation for the values of discipline and teamwork, and an increased level of self-esteem. Work effectively with directors at the middle school and high school levels to develop a coordinated, comprehensive, sequential, and vertically aligned fine arts program. This may include, but is not limited to, attendance at events, rehearsals, etc. High School Choir Directors are expected to provide additional duties outside the regular workday and calendar to cover all work and duties associated with the work involved to oversee the Choir program. These duties include, but are not limited to:

- Overseeing student practices outside of normal school hours
- Attending competitive events outside of normal school hours
- Out-of-town travel with students
- Attending required professional development

MAJOR RESPONSIBILITIES AND DUTIES

- Direct high school vocal performers, including concert choirs, soloists, and ensembles.
- Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in choir.
- Provide for choir participation at extracurricular events, including concerts and UIL activities.
- Arrange transportation, lodging, and meals for out-of-town events.
- Comply with federal and state laws, State Board of Education (SBEC) rules, UIL rules, and board policy pertaining to choir.
- Support choir booster club activities.
- Obtain and use evaluative findings (including student achievement data) to determine program effectiveness and ensure that program renewal is continuous and responds to student needs.
- Design and implement plans for recruitment and retention of students.
- Recommend policies to improve program.
- Ensure that programs are cost-effective, and funds are managed wisely.
- Compile budgets and cost estimates based on documented program needs.
- Coordinate fundraising activities and manage funds.
- Maintain current inventory of all fixed assets within department.
- Oversee process of cleaning, repairing, and storing all choir equipment.
- Develop and implement plans for vocal music program and show written evidence of preparation as required.
- Prepare lessons that reflect accommodations for individual student differences.
- Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- Conduct ongoing assessments of student achievement through formal and informal testing.

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- Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Apply and enforce student discipline in accordance with the Student Code of Conduct and student handbook.
- Accompany and supervise students on out-of-town trips.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
- Maintain professional relationships with colleagues, students, parents, supervisors, and community members.
- Assist with recruitment, selection, training, supervision, and evaluation of assistant choir director.
- Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- May provide support to Principal on staffing and evaluation of assistant choir director(s).

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree in education or related field from an accredited college or university.
- Valid Texas teaching certificate.
- Experience teaching and directing choir. Experience as a Head Choir Director at a 4A or 5A high school preferred.

Knowledge/Skills/Abilities:

- Knowledge of overall operation of vocal music program; and state and UIL and TEA rules pertaining to choir.
- Skill in communication; public relations; and organization.
- Ability to manage budget and staff; implement policy, procedures, and data; and willingness to advance knowledge by attending workshops, conventions and staff development sessions.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- May be exposed to outdoor weather conditions during portions of workday.
- Needs to move about inside the classroom or campus to monitor students as necessary.
- Maintain emotional control under stress.
- Frequent standing, stooping, bending, pulling, and pushing.
- Frequent moving of small stacks of textbooks, media equipment, desks, and other classroom equipment.
- Occasional requires lifting up to 25 pounds.
- Occasional prolonged and irregular hours.
- Ability to understand complex problems and to collaborate and explore alternative solutions.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

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- Ability to organize and prioritize work schedules of others on short-term basis.
- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.
- Maintain composure and professionalism at all times.