

## MIDDLE SCHOOL ASSISTANT CHOIR DIRECTOR

Rev. Jun 2022

**Job No.:** T211

**FLSA Status:** Exempt

**Reports to:** Principal & District Fine Arts Director's

**Pay Grade:** Teacher Scale + Stipend

**Dept./Campus:** Fine Arts

**Term:** 187

### PRIMARY PURPOSE:

To assist in the coordination and facilitation of the secondary choir program so that each student is provided the opportunity to achieve the musical knowledge and skills that will lead to a lifetime of music appreciation. 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. Middle School Choir Assistant Directors are expected to provide additional duties outside the regular workday and calendar to cover all work and duties associated with the work involved assisting with oversight of 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 middle school vocal performers, including concert choirs, soloists, and ensembles.
- Assist with choir participation at extra-curricular events, including concerts and UIL activities.
- Instruct at high schools and middle schools as assigned.
- 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.
- Oversee process of maintaining and storing all choir equipment.
- Prepare lessons that reflect accommodations for individual student differences.
- Present subject matter according to guidelines established by TEA, 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.
- Comply with federal and state laws, State Board for Educator Certification (SBEC) rules, TEA and UIL rules, and board policy pertaining to choir.
- Accompany and supervise students on out-of-town trips.
- Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
- Maintain professional relationships with colleagues, students, parents, supervisor, and community members.
- Conduct ongoing assessments of student achievement through formal and informal testing.
- Apply and enforce student discipline in accordance with Student Code of Conduct and student handbook.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.
- Perform other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

- None.

**GENERAL QUALIFICATION GUIDELINES**

**Education/Certification/Experience:**

- Bachelor's degree in education or related field from an accredited college or university.
- Valid Texas teaching certificate.

**Knowledge/Skills/Abilities:**

- Knowledge of all UIL and TEA rules pertaining to choir; choir instructional techniques; and pedagogy.
- Skill in instruction; public relations; and communication.
- Ability to manage multiple priorities and projects; use computer and application software; manage multiple priorities and projects; interpret 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.
- 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.