



Position: Secondary Teacher

Assignment: HS Choir Director - Assistant

Wage/Hour Status: Exempt

Reports to: Principal

Pay Grade: TC100/187 days

Dept./School: Assigned Campus

Date Revised: Spring 2024

Primary Purpose:

Assist the Head HS Choir Director in curricular and extracurricular aspects of the High School choir program. Assist in the preparation and coordination of quality student group performance opportunities through engagement in UIL evaluation events, curricular concert performances, and the annual high school musical. Provide enrichment instruction supporting students' individual musical development through participation in TMEA auditions and the district Solo & Ensemble Contest. Support cluster middle school choir programs in conjunction with district staff. Support booster organization endeavors. Comply with all federal, state, University Interscholastic League (UIL), Texas Music Educator Association (TMEA) policies as well as all local requirements.

Qualifications:

Minimum Education/Certification:

- Bachelor's Degree from accredited university in Music Education
- Valid Texas teaching certificate in Music

Special Knowledge/Skills/Experience:

- One year of student teaching or approved internship
- Knowledge of District, State, UIL, TMEA, and other organizational rules governing the choir program and its extensions
- Ability to implement policy with all applicable procedures
- Ability to implement and coordinate related systems and activities
- Proficient use of technology and technological systems
- Possess strong organizational, communications, public relations, and interpersonal skills

Major Responsibilities and Duties:

- Comply with federal and state laws, State Board of Education rules, UIL/TMEA rules and regulations, and district/board policy in all choir related areas.
- Assist in the preparation and direction of high school choir performances through traditional choral ensembles, chamber groups, and solo endeavors.
- Assist in the preparation for extracurricular events, including UIL Concert & Sight-Reading evaluations, TMEA auditions and Solo & Ensemble contest.
- Assist in the preparation of the annual high school musical.
- Reinforce academic eligibility requirements and assist with student eligibility reports.
- Assist with transportation, lodging, and meals for out-of-town events.
- Support middle school choir preparation and performance endeavors.

- Support booster organization activities.
- Remain current in field through research/reference materials, conference attendance and continuing professional learning opportunities.
- Implement 6-12 choir cluster defined curriculum, including benchmarks, philosophy, methods, techniques, and terminology in conjunction with TEKS, SBOE policies and TEA guidelines.
- Conduct ongoing evaluations of student achievement through formal and informal assessment.
- Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Ensure lessons include appropriate accommodations for individual education plans.
- Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.
- 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 and safeguard students.
- Assist with inventory of all district owned equipment, uniforms and fixed assets.
- Monitor district facility usage and maintain facility security, order and cleanliness.
- Take all necessary and reasonable precautions to protect, secure and safeguard choir equipment, materials, and facilities.
- Establish and maintain open, consistent communication with parents, students, campus administration, and other teachers through email, phone call, personal interchange, conference, etc.
- Maintain professional relationships with colleagues, students, parents, and community members.
- Consult Head Orchestra Director regarding subjective programming and production components.
- Maintain confidentiality.
- Assist with tasks associated with program-engaged supplemental personnel (private lesson teachers, clinicians, instructors, accompanists, etc.)

Mental Demands/Physical Demands/Environmental Factors:

- Standard office equipment including personal computer and peripherals
 - Prolonged sitting and standing; occasional bending/stooping, twisting
 - Repetitive hand motions, frequent keyboarding, and use of touchpad/mouse; occasional walking, push/pulling, and conducting
 - Occasional lifting and carrying (up to 15 pounds)
 - Work in indoor environments; Occasional district and statewide travel
 - Maintain emotional control under stress; Intermittent prolonged or irregular hours; work with frequent interruptions.
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OTHER: All employees are to follow district safety protocols and emergency procedures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name