

Middle School Choir Director

Job Description



Job Title:	Middle School Choir Director	FSLA:	Exempt
Reports to:	Campus Principal / Director of Performing Arts	Pay Grade:	Teacher Scale
Dept./School:	Assigned Campus	Calendar Days:	187
Contract:	Probationary/Term	Revised:	5.5.2024

Primary Purpose

The Middle School Choir Director provides leadership to the middle school choir program through the development, improvement, and facilitation of musical/choral instruction, extracurricular performances, and competitions. This position directs and manages the choir program at the assigned campus and provides meaningful learning activities and extracurricular events designed to provide students with educationally enriching experiences that help fulfill their potential for intellectual, emotional, physical, and social growth.

Qualifications

Education/Certification:

- Bachelor's degree from an accredited college or university
- Valid Texas teaching certificate in Music for grade level of assignment (TAC 231.93)
- Current first aid, cardiopulmonary resuscitation (CPR), and automatic external defibrillator (AED) certificates

Special Knowledge/Skills:

- Knowledge of overall operation of musical performances, facilities, and equipment
- Knowledge of choir Texas Essential Knowledge and Skills
- Knowledge of state, TMEA, and UIL rules and policies governing choir
- Ability to manage budget and personnel
- Ability to instruct students and manage their behavior
- Ability to interpret data
- Strong communication, public relations, and interpersonal skills

Experience:

- Three (3) years of experience directing choir (or similar musical leadership positions) preferred

Major Responsibilities and Duties

Student Instruction, Growth, and Development

1. Develop and implement plans for choir programs and show written evidence of preparation as required
2. Prepare lessons that reflect accommodations for individual student differences
3. Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations
4. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned

Middle School Choir Director

Job Description



5. Conduct ongoing assessments of student achievement through formal and informal methodologies
6. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students
7. Apply and enforce student discipline in accordance with the Student Code of Conduct and the music program's student handbook
8. Accompany and supervise students on out-of-town trips
9. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
10. Coordinate the selection of student leaders through fair, transparent processes
11. Direct or oversee the directing of middle school choir programs and performances including but not limited to community performances and UIL competitions/evaluations

Program Planning

12. Create and maintain the master calendar and oversee all competition entries, performance dates, parent meetings, trip dates, etc.
13. Register students for all local and state competitions in a timely manner
14. Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in choir
15. Coordinate the planning of and attend all outside-of-school rehearsals in preparation for performances
16. Coordinate the planning of all choir productions, including but not limited to: copyright/licensing needs; payment of arrangers/ designers; planning of all rehearsals; hiring of independent contractors; registration for all competitions; travel/ trucking logistics
17. Coordinate the planning of all banquets and awards ceremonies
18. Provide for choir participation at curricular and extracurricular events, including community performances and UIL competitions/evaluations
19. Coordinate transportation (for students and equipment) and logistics for local events
20. Arrange and seek timely district approval of transportation, lodging, and meals for out-of-town events
21. Obtain and use evaluative findings (including student achievement data) to determine program effectiveness and ensure that program renewal is continuous and responds to student, campus, and community needs
22. Review, draft, and recommend policies or procedures to improve the program

Leadership and Personnel Management

23. Assist with recruitment, selection, training, and supervision of assistant director(s)
24. Coordinate hiring and clearance of all supplemental staff, e.g., choral instructors, lesson teachers, choir technicians, clinicians, etc.
25. Represent the campus and program at all UIL Region Meetings and attend all activities in which students are participating
26. Perform any other related duties as assigned by the Principal, Fine Arts Director, or other appropriate administrator

Middle School Choir Director

Job Description



- 27. Comply with federal and state laws, TEA rules, UIL rules, and district policy
- 28. Maintain professional relationships with colleagues, students, parents, independent contractors, and community members at all times

Communication

- 29. Establish and maintain open communication through calendars, weekly email updates, and approved student management systems
- 30. Conduct conferences with parents, students, administrators, and teachers when necessary.
- 31. Coordinate dates for auditions, performances, etc., with campus administration
- 32. Actively recruit for the program through performances, campus visits, combined rehearsals with the elementary schools, flyers, letters to 5th Grade and middle school students, calls/emails home
- 33. Promote the program and keep the community abreast of all performances, awards, and achievements through social media
- 34. Maintain confidentiality regarding student performance, financial hardships, etc.

Budget & Inventory

- 35. Ensure that programs are cost-effective and funds are managed wisely
- 36. Compile budgets and cost estimates based on documented program needs
- 37. Coordinate, communicate, and oversee all fundraising activities
- 38. Maintain accurate records of student payments, fundraising, trip payments, etc.
- 39. Maintain current inventory of all fixed assets within the department
- 40. Oversee process of cleaning, repairing, and storing of all choir equipment, including but not limited to keyboards, risers, uniforms, etc.
- 41. Organize storage areas and control the use of materials and equipment to prevent loss, abuse, or injury
- 42. Instruct students in the proper care and use of equipment

Professional Growth and Development

- 43. Attend staff development programs, curriculum meetings, department meetings, and other professional activities
- 44. Stay current with developments, research, and new technology in the field of music education through attendance at professional conventions

Supervisory Responsibilities

Direct supervision of assistant choir directors and various clinicians, technicians, or contract personnel

Evaluation

Middle School Choir Directors will be evaluated by their campus administrator using the T-TESS appraisal system.

The Aldine ISD Performing Arts Evaluation will assess individual teacher growth and achievement through:

Middle School Choir Director

Job Description



- Student participation and success in required state and district evaluations
- Sustained recruiting and retention of students in the program
- Classroom and District formative and summative evaluations

Work Environment

- **Tools/Equipment Used:** District-provided computer and peripherals; standard instructional equipment
- **Posture:** Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting
- **Motion:** Frequent walking, repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching (from TASB model description)
- **Lifting:** May require moderate lifting (20 pounds or more) and frequent transport of choir equipment
- **Environment:** Work inside, may work outside; frequent district-wide travel
- **Mental Demands:** Maintain emotional control under stress; may work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. .