

# Middle School Assistant Choir Director

## Job Description



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

### Primary Purpose

The Middle School Assistant Choir Director assists the Head Choir Director with providing leadership to the middle school choir program through the development, improvement, and facilitation of musical/choral instruction, extracurricular performances, and competitions. This position assists with directing and managing 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

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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. Assist with the selection of student leaders through fair, transparent processes
11. Assist with directing of middle school choir programs and performances including but not limited to community performances and UIL competitions/evaluations

### **Program Planning**

12. Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in choir
13. Attend all outside-of-school rehearsals in preparation for performances
14. Assist with 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
15. Provide for choir participation at curricular and extracurricular events, including community performances and UIL competitions/evaluations
16. Participate with the program's booster organization and support booster activities as assigned (if present)
17. Attend all the program's booster board and general membership meetings as assigned (if present)

### **Leadership and Personnel Management**

18. Perform any other related duties as assigned by the Principal, Fine Arts Director, or other appropriate administrator
19. Comply with federal and state laws, TEA rules, UIL rules, and district policy
20. Maintain professional relationships with colleagues, students, parents, independent contractors, and community members at all times

### **Communication**

21. Establish and maintain open communication through calendars, weekly email updates, and approved student management systems
22. Conduct conferences with parents, students, administrators, and teachers when necessary.
23. Assist with coordination of dates for auditions, performances, etc., with campus administration
24. 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

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25. Promote the program and keep the community abreast of all performances, awards, and achievements through social media
26. Maintain confidentiality regarding student performance, financial hardships, etc.

### Budget & Inventory

27. Assist with coordination, communication, and overview all fundraising activities
28. Assist with maintaining accurate records of student payments, fundraising, trip payments, etc.
29. Assist with maintaining current inventory of all fixed assets within the department
30. Assist with process of cleaning, repairing, and storing of all choir equipment, including but not limited to keyboards, risers, uniforms, etc.
31. Organize storage areas and control the use of materials and equipment to prevent loss, abuse, or injury
32. Instruct students in the proper care and use of equipment

### Professional Growth and Development

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

### Supervisory Responsibilities

Direct supervision of various clinicians, technicians, or contract personnel

### Evaluation

Middle School Assistant 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:

- 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

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- **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.