

## ***Elkhart Community Schools***

### **Position Description**

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|------------------------|--|----------------------|
| <b>Position Title:</b> | Middle School Choir Director (An added-pay included-duty position), Assistant High School Choir Director (An added-pay included-duty position)   |                      |
| <b>Qualifications:</b> | Required: Indiana Instrumental & General Music certification<br>Desired: At least two years of successful teaching experience in secondary choir; ability to work well with students, staff members and community patrons; demonstrate leadership, organization, and communication skills; and a record of building both musical quality and student participation in choir. |                      |
| <b>Department:</b>     | Music, Middle School & Elkhart HS School of Arts and Communication or Freshman Division  |                      |
| <b>Reports to:</b>     | Middle School Principal; Principal, School of Arts & Communication or Principal, Freshman Division; Coordinator of Music   |                      |
| <b>Prepared by:</b>    | Kyle Weirich, Bradley Sheppard, Viressa Davis and Kelly Berheide   | <b>Date:</b> 4/12/22 |
| <b>Approved by:</b>    | W. Douglas Thorne  | <b>Date:</b>         |

**SUMMARY:** The Middle School Choir Director will direct and assist with multiple choir activities, both curricular and extra-curricular, for the primary purpose of providing challenging and enjoyable learning experiences for all interested students. The Middle School Choir Director will contribute to the development and maintenance of a positive school image and high student morale consistent with the policy of the Elkhart Community Schools.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES** (Other duties may be assigned)

##### **The Choir Director will:**

1. Instruct students in subject matter specified by the school district and supported by Indiana Academic Standards.
2. Serve as the lead teacher for multiple choirs at the Middle School Level and potentially at the High School Level. Assist with choir instruction at the High School Level.
3. Direct choir concerts, performances, and rehearsals scheduled outside of the school day. If assigned to more than one high school building, the number of HS events will not exceed the greater number of the two buildings.
4. Teach other classes as assigned and as certified.
5. Attend evening HS concert choir rehearsals to assist with sectionals and full rehearsals.
6. Provide small group opportunities, such as ensembles, in order to adapt the curriculum to the needs of students' interest and abilities.
7. Collaborate with other ECS choir directors to develop consistent choir program expectations, goals, objectives, and techniques.
8. Assist with the development and implementation of an effective recruitment and retention program from grades 7-12.
9. Work with each elementary school principal and classroom teacher to develop an effective recruitment program for beginning choir.
10. Utilize a repertoire of all types of quality music literature, including traditional and contemporary, that is appropriate and challenging for the ages and skill levels of students.
11. Select and requisition music and instructional aides with the approval of the Principal and Coordinator of Music.
12. Control the storage and use of school-owned property, keep pianos in a good state of repair and maintain current accounting for all instructional materials, music, and equipment.
13. Establish and maintain effective standards of student behavior to provide for an orderly and productive environment during group rehearsals, performances and other choir activities.
14. Enforce expectations, regulations, and participation requirements, which shall be approved by the Principal.
15. Communicate with parents on student progress and program activities.
16. Cooperate with school administration in the improvement of the vocal music programs.
  - a. Participate in programs designed to improve curriculum and instruction.

- b. Serve on faculty committees when requested to do so. Show an interest in the general program of the school and make an effort to help other staff members.
  - c. Attend scheduled music department faculty meetings and building level faculty meetings.
  - d. Collaborate with music and/or other teachers as an active member of a Professional Learning Community to analyze student data and teacher actions for the purpose of informing instructional practices and increasing student achievement.
17. Collect fees for choir shirts, sale of concert tickets, lost music and fund-raising activities.
18. Strive to integrate the activities of choir with other educational programs within the school, both musical and non-musical.
19. Perform other job-related duties pertaining to the efficient and effective operation of the choir program as assigned by the Principal and the Coordinator of Music.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The candidate must possess the ability to work well with students, staff members and community patrons; and demonstrate leadership, organization, and communication skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Additional Desired Qualifications:** Demonstrate a positive approach of teaching students at all ages and exhibit a desire to assist in students' growth as musicians through a patient, non-threatening manner. Exhibit the ability to positively approach professional relationships with colleagues and demonstrate a strong desire to work in a team teaching environment. Provide an experience which encourages student commitment to the music program and assist with the recruiting of students from the middle school to the high school level.

**Supervisory Responsibilities:** Supervise students and/or specific work assignments as determined by the Building Principal or designee. All services are performed under the direct supervision of professional individuals.

**Education and/or Experience:** Valid Indiana Teaching Certificate in Music; at least two years' successful teaching experience preferred.

**Other Skills and Abilities:** Ability to work well with students, staff members and community patrons. Ability to demonstrate leadership, organization, and communication skills. Wholesome and understanding attitude toward children; ability to use proper English and communicate well with people; neat personal appearance; pleasing personality; willingness to learn and expand general knowledge.

**Work Environment:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity, but will still remain within the acceptable noise level range. The employee is continuously interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

**Terms of Employment:**

As established by School Board Policy and Master Contract.

**Evaluation:**

Evaluation of the Middle School Choir Director, an added-pay included-duty position, shall be a part of the Elkhart Teacher Appraisal Plan. The Middle School Choir Director will be evaluated by the Principal according to School Board Policy and the Master Contract.

**The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.**