

Position: Secondary Teacher

Assignment: MS Choir Director

Reports to: Principal

Dept./School: Assigned Campus

Wage/Hour Status: Exempt

Pay Grade: TC100/187 days

Date Revised: Spring 2024

Primary Purpose:

Direct and manage curricular and extracurricular aspects of the Middle School Choir program. Collaborate with campus administration, the Fine Arts department, parents, and community members to provide outstanding program experiences for students. Prepare, facilitate, and coordinate quality student group performance opportunities through engagement in UIL choir evaluation events and curricular concert performances. Provide enrichment instruction supporting students' individual musical development through participation in TMEA auditions and the district Solo & Ensemble Contest. Oversee and manage program budgets. Ensure compliance 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:

- Thorough knowledge of District, State, UIL, TMEA, and other organizational rules governing the MS choir program and its extensions
- Knowledge of best pedagogical practices in all choir related areas
- Ability to implement policy and ensure compliance with all applicable procedures.
- Ability to plan, implement and coordinate related systems and activities.
- Ability to manage budget and personnel.
- Proficient use of technology and technological systems
- Possess strong organizational, communications, public relations, and interpersonal skills.
- One year of student teaching or approved internship

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.
- Prepare and direct middle school choir performances through traditional choral ensembles, chamber ensembles, and solo endeavors.
- Prepare and provide for choir participation at extracurricular events, including UIL concert evaluations, TMEA region auditions, Solo & Ensemble contest, etc.
- Plan and coordinate sectional, rehearsal, and performance schedules in compliance with all TEA/UIL policies and in conjunction with district/campus calendar imperatives.

- Develop and implement strategies to enhance recruitment and retention of students in accordance with district recruiting standards and policies.
- Ensure UIL performance requirements, enforce academic eligibility, and verify each student's eligibility to participate in eligibility required activities and events.
- Facilitate arrangement of transportation and travel details as needed.
- Oversee booster organization and support booster organization activities if applicable.
- Aggregate and utilize evaluative findings (including student achievement and performance assessment data) to determine program effectiveness and ensure that program renewal is continuous and responsive to student needs.
- Remain current in field through research/reference materials, conference attendance and continuing professional learning opportunities.
- Collaborate with cluster directors to develop and implement grade 6-8 choir cluster curriculum, including benchmarks, philosophy, methods, techniques, and terminology in conjunction with TEKS, SBOE policies and TEA guidelines.
- Ensure subjective programming components meet community standards; seek consultation and advisement from campus administration and the Director of Fine Arts regarding potentially sensitive programmatic components.
- 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 trips.
- Take all necessary and reasonable precautions to protect and safeguard students.
- Ensure that programs are cost-effective, and funds are managed prudently.
- Compile budgets and cost estimates based on documented program needs.
- Coordinate fundraising activities and manage funds either through the campus activity fund or in collaboration and coordination with booster organization (if applicable).
- Maintain current inventory of all district-owned equipment and fixed assets.
- Oversee processes of cleaning, repairing, and storing choir equipment.
- Oversee 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.
- Communicate program calendar items to participating families and according to calendar scheduling expectations at the campus and district levels.
- Maintain professional relationships with colleagues, students, parents, and community members.
- Maintain confidentiality.
- Oversee all program-engaged supplemental personnel (private lesson teachers, clinicians, instructors, accompanists, etc.); ensure all individuals complete district clearance processes prior to service and abide by all district policies.

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; frequent walking and conducting.

- Occasional lifting and carrying (up to 15 pounds)
- Work in indoor environments; Occasional district and local travel
- Maintain emotional control under stress, Intermittent prolonged or irregular hours; work with frequent interruptions.

OTHER: All employees are required 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