



**JOB DESCRIPTION**  
SCHOOL DISTRICT U-46  
HUMAN RESOURCES

<b>Position / Title:</b> Choir (Co-Curricular)	
<b>Bargaining Unit:</b> NAC	<b>Department/Location:</b> HS Activities/Fine Arts Department
<b>Calendar Days:</b> N/A	<b>Reports To:</b> Building Athletic/Activities Director/Building Fine Arts Admin
<b>JD Revision Date:</b> 12/11/2023	<b>Supervises:</b> N/A

**Function / Position Summary**

To build and maintain a high-quality high school choral program, focusing on best-practice, student-focused instruction to provide curricular and co-curricular music education opportunities for students.

**Job Duties / Responsibilities**

- Implement researched-based instructional strategies that engage all students, differentiating to accommodate a range of ability levels, and acknowledging a variety of cultural backgrounds in order to support student learning and growth.
- Seek administrative counsel regarding budgets and spending procedures.
- Communicate effectively with parents, students, administrators, teacher colleagues, and community leaders.
- Maintain high expectations for student achievement and behavior and motivate students to work to their highest potential.
- Demonstrate prompt and regular attendance.
- Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Cultivate a positive, harassment free, instructional culture which motivates students through the use of effective communication and constructive feedback.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Apply and enforce student discipline in accordance with the Student Code of Conduct and course syllabus/handbook conduct regulations.
- 3 school concerts
- Attend and support students at a U-46 or comparable Honors festival
- Participation in and attendance at the Illinois Music Education Association District 9 auditions and festival.
- Participation in and attendance at the Illinois Music Education Association All-State Festival/IMEC, as applicable to chaperone performing students.
- 2 school- or municipality-sponsored events.
- Manage Finances and Administrative Paperwork for the Organization.
- Maintain equipment and instrument inventory.

**Education**

- Bachelor's Degree in Music Education, emphasis in Vocal Music required
- Illinois Professional Educators License with K-12 music endorsement required

**Experience / Knowledge**

- Strong musical skills required.
- Previous experience teaching choir preferred.

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- Strong communication, public relations, and interpersonal skills.
- Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback, and to conduct conferences as needed with parents, students, administrators, or other teachers.
- Ability to effectively present information and respond to questions, inquiries, and/or complaints.
- Display courtesy, tact, and respect when dealing with others.
- Maintain appropriate confidentiality.
- Establish and maintain effective working relationships; demonstrate a commitment to teamwork.
- Ability and willingness to learn and refresh job skills through professional development in order to meet the changing needs of this position.
- Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent unscheduled interruptions, and perform duties and tasks at expected levels of professionalism.
- Spanish language skills preferred.
- 3-5 years of comparable experience preferred.

**Physical Demands**

- Must be physically able to maintain the demands of an active high school choir program (i.e. performances, equipment moves, etc.).
- Occasionally requires working in warm temperatures, including outdoors and under stage lights.
- Occasionally requires physical exertion to manually move, lift, or carry heavy materials or equipment, including chairs, music stands, podiums, and other related equipment.
- Must work in noisy and crowded environments.
- Public contact requiring appropriate business-like apparel.

**Terms of Employment**

- This is an Appendix F stipend position in accordance to the school year calendar.
- For Non-ETA Coaches: this position is for this year only.
- Terms of employment will be determined in collaboration with the athletic/activity director.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_