

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Vocal Music Director (High School)

HOURS: Before, during and after school hours

QUALIFICATIONS:

1. Possession of a teaching certificate in the State of Iowa
2. Demonstrated knowledge of, interest in and aptitude for musical position.
3. Excellent communication skills, public relations, and organizational skills.
4. Ability to relate positively with staff, parents, students, and community.

REPORTS TO: High School Principal

JOB GOAL: To educate and prepare vocal students for numerous performances and events in a positive manner promoting student involvement and growth.

PERFORMANCE EXPECTATIONS: Supervises activities involving Choral Music Students. The activity portion is an extension of the high school vocal music directors' position. Many of the activities and classes, which begin during the day, extend beyond regular contracted hours.

PERFORMANCE RESPONSIBILITIES:

1. Preparation of 4 curriculum choirs for 4 Home choir concerts
2. 10-15 Community Outreach performances
3. All State Rehearsals
 - a. 4 one hour morning rehearsals a week
 - b. Attend district pre-all state rehearsal, one day
 - c. Attend auditions, one day
 - d. Attend All State Festival, 3 days
4. 9th Grade Opus Honor Choir Preparation
 - a. Before and after school practices
 - b. Attend festival
5. Coordinate and supervise students attending Metro-Fest.
6. Evening rehearsals for Swing Show with Show Choir and evening performances
7. Audition and rehearse Prep show choir after school for Swing Show
8. Organize and supervise Show Choir for 8th grade recruitment event.
9. Attend Honor Choirs, 2-3 days.
10. Attend monthly Music Booster meeting and events (pizza day, senior salute, parade)
11. Oversee Taco Dinner Fundraiser and Performance.

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12. Small Group Contest preparation, three weeks of evening rehearsals.
 - a. Attend Small Group Contest
13. Attend Large Group Contest
14. Bi-Annual Choir Trip, five days
 - a. Parent information meeting
15. Audition and Rehearsal of Jazz choir
 - a. Before school rehearsals
16. Organize National Anthem singers for sporting events
17. Perform at Graduation
18. District Visiting Artist Representative
 - a. Distribute information and gather results, attend selection process.
19. Administration of transportation request, fundraising, and public relations needed for each event.
20. Other activities deemed necessary for the development and growth of the North Scott Choral Program.

TERMS OF EMPLOYMENT: Ten month year. All working conditions are contained within the Master Agreement between the Board of Directors and the North Scott Education Association.

EVALUATION: This position will be evaluated using a district-approved evaluation procedure, i.e. teacher, classified, etc.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____
(Incumbent)

(This job description contains only measurable performance responsibilities.)

4/9/03