

Position: Vocal Music

Level: High School

Type: Curriculum/Course Required

Minimum Requirements:

- TSPC Licensure
- Assigned vocal music courses

Required Knowledge, Skills & Abilities:

- District, state, national and league guidelines
- Understanding child growth and development
- Using assessment techniques and monitoring strategies to identify student efforts, performance, strengths and weakness
- Effectively communicating with both students and adults
- Providing training and coaching to improve individual and group performance
- Managing and directing other paid adults (assistants)
- Managing and directing adult volunteers
- Providing leadership and vision for the program

Responsibilities:

- Planning for daily/weekly time spent with students
- Providing supervision at all events, meetings, practices and competitions
- Ongoing and updated communication with students, parents and families
- Working directly with school administrator
- Implementing changes from district or league with students, other coaches, school administration
- Scheduling events, planning for transportation, reserving facilities
- Handing out, collecting and monitoring paperwork throughout the season
- Conducting an appropriate try-out
- Maintaining an updated inventory of equipment (uniforms, supplies, etc)
- Developing a budget
- Recruitment of program participants
- Distributing and posting schedules
- Reporting results, statistics, etc.
- Establishing and announcing criteria for awards/recognition.
- Serving as a resource for students involved in college recruitment/application processes
- Coordinating press releases & communication with news outlets
- Helping students in planning and implementation of both in-season and out-of-season training programs
- Monitoring grade eligibility for activity

Event Expectations:

- Three performances during year for each of the classes/sections
- One district competition

- Additional competitions needed to qualify for state (Fri or Sat)-up to 4
- Participate in (and host when necessary) required league competitions
- Graduation
- Up to one musical production per year