After School Choir Lead
Job Description

JOB SUMMARY

Responsible for overseeing the after school choir program at a school site; provide musical guidance to students and create a safe, orderly and inclusive learning environment; utilize a variety of instructional techniques appropriate to student's interests and abilities, and motivate students to develop an interest in and an appreciation of the art of music.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Create an engaging and welcoming environment that fosters a love of music.
- Lead choir rehearsals, including warm-ups, vocal exercises.
- Provide guidance and direction during choir rehearsals.
- Work with EEF Choir Director for all song selections and performances.
- Work closely with the Choir Director and collaborate with the Choir Assistant.
- Conduct the choir during performances.
- Prepare students for school assemblies and planned performances, including stage presence, attire, and professionalism.
- Motivate and inspire all choir students to reach their full potential, fostering a positive and inclusive environment.
- Establish and enforce behavioral expectations as outlined in the behavioral guidelines.
- Ensure student safety during rehearsals and performances until released to a parent or guardian.
- Keep accurate records of attendance and other relevant information.
- Communicate student absences to Choir administration.
- Attend Choir Lead training meeting.
- Maintain open, effective, and consistent communication with students and families via email and the use of google classroom.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic music education and appreciation
- Rehearsal standards and performances

- Organizational skills to manage rehearsals, performances, and administrative tasks
- General classroom and student behavior management skills
- Interpersonal skills using tact, patience, and courtesy
- Standard office and classroom equipment including a computer and assigned software
- Correct English usage, grammar, spelling, punctuation, and vocabulary

Ability to:

- Prepare instructional materials and implement lessons
- Work collaboratively with administration, staff, and parent volunteers
- Demonstrate an understanding, patient, warm and receptive attitude toward children
- Enforce behavioral expectations
- Attend all rehearsals and performances
- Use effective oral and written skills
- Maintain regular and consistent attendance

Education and Experience:

- Equivalent to completion of twelfth grade
- Experience in choir and/or musical theater preferred

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. The noise level in the work environment is usually moderate.

- Possible daily contact with district and/or school staff and the general public
- Constant interruptions
- Moderate to high stress level
- Moderate to high noise level

Physical Abilities:

- Hearing and speaking to exchange information in person and on the telephone
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Sitting for extended periods of time
- Standing for extended periods of time
- Bending at the waist, kneeling or crouching to file materials
- Occasionally lift and/or move up to 25 pounds

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

OTHER

- Possession of an appropriate, valid California driver's license
- Employee-provided transportation is required

CLEARANCES

- California Department of Justice fingerprint clearance
- Pre-employment physical examination and drug screen clearances
- Current negative TB clearance

Schedule and Salary: $750 per session; up to 3 hours per week plus performances. There are two (2) sessions per school year.

Board Approved: August 22, 2023