



SUPPLEMENTAL
DIRECTOR - CHOIR OR VOCAL MUSIC
SUPPLEMENTAL JOB DESCRIPTION

JOB TITLE: Director - Choir or Vocal Music
REPORTS TO: Principal
LOCATION: Secondary
AVAILABLE: 1 per School

FLSA STATUS: Supplemental
PAY GRADE: SUP-03 (HS) SUP-04 (MS)
ASSIGNMENT: One Year Appointment
JOB ID & DATE: SUP-S12 | October 2023

JOB PURPOSE SUMMARY

In addition to the core responsibilities outlined in the Choir Director job description, the role of a Choir Director entails various supplemental duties and expectations related to performances. These duties and expectations are crucial for the success and growth of the choir program and for creating a memorable experience for both students and the broader community.

REQUIREMENTS | SKILLS

Education Level | Licensure | Work Experience
Bachelor Degree

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

- The Choir Director is responsible for selecting appropriate and engaging musical repertoire that aligns with the choir's skill level, vocal range, and overall goals. This includes choosing a diverse range of musical genres and styles to educate and captivate the singers.
- The Choir Director may arrange or compose music when necessary to cater to the unique needs and abilities of the ensemble.
- Conduct thorough score study before rehearsals to understand the musical nuances, historical context, and interpretational choices, ensuring efficient and effective rehearsals.
- Develop detailed lesson plans for each rehearsal, which may include specific objectives, vocal techniques, and strategies for addressing technical and musical challenges.
- Create a concert schedule that outlines the dates, times, and locations of performances well in advance, allowing ample time for students to prepare and for logistical considerations.
- Select and program repertoire for concerts that showcases the choir's vocal growth and versatility, while also providing a balance of musical styles and complexity.
- Regularly assess and provide constructive feedback to students to encourage their vocal and musical growth. Identify areas for improvement and offer guidance on vocal technique and expressive interpretation.
- Conduct sectionals and provide targeted instruction to address the specific needs of vocal sections, such as soprano, alto, tenor, and bass.

- Maintain high standards for vocal proficiency within the ensemble, focusing on intonation, vocal quality, diction, and precision.
- Promote a deep understanding of musical expression and interpretation, encouraging students to convey emotions and artistic intent through their performances.
- Instill the importance of stage presence and audience engagement, emphasizing the visual aspects of a memorable performance.
- Oversee the setup of risers, microphones, and any other necessary equipment to ensure a smooth and organized performance.
- Coordinate with sound engineers or technicians to ensure optimal sound quality during concerts.
- Foster positive relationships with the community, parents, and school administration by actively promoting choir events, involving the choir in community outreach, and maintaining effective communication.
- Collaborate with booster clubs or fundraising committees to secure financial support for the program and engage in outreach activities, such as local performances and workshops.
- After each performance, assess the overall success of the event, identify areas for improvement, and gather feedback from students and staff for ongoing program enhancement.
- Maintain records of past performances, including setlists, repertoire choices, attendance, and any notable highlights or challenges for future reference.

VALUES AND PRINCIPLE

- Upholds the values of fair play and integrity at all times and treats students and spectators with the utmost dignity and respect. This entails adhering to the following principles: engage in constructive and positive communication with participants, provide guidance, feedback, and encouragement to nurture their growth as members of the group and as individuals; embrace the spirit of competition by acknowledging the hard work and dedication of others; encourage participants to compete vigorously while maintaining respect for their peers; demonstrate composure and professionalism even in the face of challenging situations; create an inclusive and welcoming environment for all participants and spectators, regardless of their backgrounds, abilities, or affiliations; and uphold a zero-tolerance policy for negative, derogatory, or discriminatory language.