

Job Title: Choir Director **Exemption Status/Test:** Exempt/Professional

Reports to: Principal

Dept./School: Assigned Campus

Date Revised: March 2, 2022

Primary Purpose:

Direct and manage the choir program at assigned campus. Provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth and provide an opportunity to participate in extracurricular activities. Enable students to develop competencies and skills to function successfully in society.

Qualifications:

Education/Certification:

Bachelor's degree from an accredited college or university

Valid Texas teaching certificate

Demonstrated competency in music and choir

Special Knowledge/Skills:

Knowledge of music theory, conducting, harmony, and vocal production Knowledge of curriculum and instruction

Knowledge of University Interscholastic League (UIL) rules

Ability to manage budget and personnel

Ability to instruct students and manage their behavior

Ability to interpret data

Strong communication, public relations, and interpersonal skills

Experience:

Student teaching or approved internship experience

Major Responsibilities and Duties:

Instructional Strategies

Provide instruction and leadership to choir students, conduct and lead the choir, provide musical guidance, conduct auditions, and guide students with achieving correct tone, pitch, rhythm, tempo, and harmony. Lead a vocal ensemble or solo performance.

Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in choir.

Provide for choir participation at extracurricular events including concerts and UIL. Coordinate suitable choir formations, rehearsals, competitions, routines, and performances. Develop and implement plans that fulfill the requirements of the district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for individual student differences.

Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned. Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.

Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP). Work with other members of the staff to determine instructional goals, objectives, and methods according to district requirements.

Obtain and use evaluative findings (including student achievement data) to determine program effectiveness and ensure that program renewal is continuous and responds to student needs.

Student Growth and Development

Conduct ongoing assessments of student achievement through formal and informal testing. Be a positive role model for students and support mission of the school district.

Classroom Management and Organization

Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.

Manage student discipline in accordance with the Student Code of Conduct and student handbook.

Accompany and supervise students on out-of-town trip activities and arrange transportation, lodging, and meals for out-of-town events.

Argyle ISD

Take all necessary and reasonable precautions to protect students, equipment, material, and facilities.

Communication

Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

Budget and Inventory

Develop and administer budget based on documented program needs and ensure that operations are cost effective, and funds are managed wisely.

Coordinate fundraising activities and manage funds.

Maintain current inventory of all fixed assets related to the program.

Oversee cleaning, repairing, and storing of all equipment.

Compile, maintain, and file all reports, records, and other documents required.

Professional Growth and Development

Participate in staff development activities to improve job-related skills.

Attend and participate in faculty meetings and serve on staff committees as required.

Comply with federal and state laws, State Board of Education rule, UIL rules, and board policy in the choir area.

Personnel Management

Assist with recruitment, selection, training, supervision, and evaluation of assistant choir directors.

Other

Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

Monitor the performance of assistant choir director and accompanist.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment; automated external defibrillator (AED)

Argyle ISD

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking/marching

Lifting: Regular moderate lifting and carrying (15–44 pounds); may lift and move musical instruments

Environment: Work outside and inside; exposure to extreme temperatures (hot, cold, and inclement weather), humidity, and prolonged sunlight; work on uneven or slippery surfaces; frequent exposure to noise

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours; frequent district and statewide travel

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____