Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **High School Choir Director**
Department: Assigned School Site
Reports to: School Site Administration

SUMMARY:
Under the direction of the Site Administration, the Choir Director will oversee the activities and performances of the various Choir groups at the school.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with School Administration to determine the number of Choir performances for the year, and the dates and times of the Choir performances
- Work with School Administration and Staff to ensure the proper facilities are reserved for practices and performances
- In addition to "concert" performances, ensure the Choir has a presence at other elements of school activities (IE, singing national anthem at games, performing at graduation, etc)
- Work with School Counselor and School Administration to promote student enrollment and participation in Choir programs
- Register for and participate in Choir competitions
- Seek opportunities for Choir programs to perform and participate outside of the school setting (IE, community centers,
  Choir-based field trips, etc)
- Promote and recruit participation in Choir through multiple venues, including email, newsletter articles, social media, and on campus promotions and advertisements
- Promote community attendance at Choir performances through multiple venues, including email, newsletter articles, social media, and on campus promotions and advertisements
- Select musical pieces for performance that are relevant, engaging, and appropriate for the school setting and audience
- Responsible for all aspects of Choir productions
- When appropriate, work with Drama and Band directors to create more opportunities for students to work/engage with Choir
- Ensures that the Choir group acts in a fiscally responsible manner, including setting appropriate entry prices for performances, seeking sponsorships, and ensuring proper royalties are paid on any performances where royalty payments are required
- Supervises students at all times during practices, performances, field trips, and competitions
- Other appropriate duties as determined with School Administration

QUALIFICATION REQUIREMENTS:
Must be able to perform each essential duty listed above in a positive and professional manner.

EDUCATION AND/OR EXPERIENCE:
College degree and valid California Teaching Credential in Music required. High School and/or College experience with music performances strongly preferred.

LANGUAGE SKILLS:
Ability to read and comprehend instructions, short correspondence, and memos. Ability to write simple correspondence in Standard English. Ability to listen well. Ability to effectively present information in Standard English. Ability to communicate with parents, students, and site staff.

MATHEMATICAL SKILLS:

Basic arithmetic skills in connection with keeping a balanced budget and processing invoices, orders, etc. Ability to apply concepts of basic algebra and geometry. Ability to do accounting in line with guidance from student body accounting procedures and best practices.