

Job Description

Position Title	7-12 Choir Extra Duties		
Building	District	Department	Athletics/Activities
Hours	Fall Winter Spring	Supervisor	Activities Director/High School Principal
Band and Grade/Schedule Placement	III	Tools and Equipment	Computer, laptop, iPad, applicable software, phone, equipment, microphones, stage lights and sound system, and other equipment needed for the activity being coached or advised

Primary Function	Perform, instruct, organize, and fulfill extra choir duties that fall outside of the normal instructional day.
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Essential Duties	
1	Schedule and facilitate 7 concerts per year (or agreed upon by the Choir Director and Activities Director/High School Principal)4 HS and 3 Jr. High concerts.
2	Schedule and facilitate honor choir and all state auditions as agreed upon by the Choir Director and Activities Director/High School Principal
3	Provide and facilitate lessons as needed to prepare for contest
4	Schedule and participate in large Group Contest as a part of school choirs
5	Schedule and facilitate Solo and Ensemble contest for senior high students
6	Schedule and facilitate a multi-day trip every other year
7	Schedule and facilitate other choir opportunities, such as small groups, ensembles
8	Schedule fundraising opportunities for program needs as needed and agreed upon.
9	Present Senior Award night awards
10	Schedule, facilitate, and perform at Graduation Ceremony yearly.
11	Other relevant duties as assigned

Minimum Qualifications	<ul style="list-style-type: none"> All requirements as outlined in conjunction with teaching position of the choir program.
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Knowledge Required	<ul style="list-style-type: none"> Must be familiar with the rules and regulations of the activity. Knowledge of District and State High School League procedures, policies and organization as it pertains to extracurricular activities.
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	<ul style="list-style-type: none"> • Knowledge of individual activity policies and procedures as applies to administration. • Knowledge of the principles, practices, and techniques of supervision. • Knowledge of safety procedures.
Skills Required	<ul style="list-style-type: none"> • Skill in conducting public relation activities, events and public presentations. Public speaking skill a plus. • Skill in fund raising – working with Booster Clubs. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to provide and receive work direction.
Physical Activities/ Requirements	<p>Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</p>