



***Cleveland Heights-University Heights Board of Education
Supplemental Job Description***

Job Title: Wire Choir	Building: Middle Schools
Immediate Supervisor: Principal	Duration of position: School year
Salary Category: F	Expected # of participants:
Date of Last Program Review: February, 2020	

Statement of purpose: *will be the same for all*

- **In order to provide students an organized opportunity for co-curricular exposure to a shared interest, the advisor will provide oversight for all aspects of the co-curricular group.**

Detailed essential functions - specific to position: {Refers to the duties and responsibilities of the person in charge of this co-curricular group}

1. Availability and willingness to meet outside of assigned teaching times e.g., lunch and/or after school
2. Choose music, secure copies for students, and rehearse for school and community performances as scheduled
3. Rehearse music for outreach and recruitment performances
4. Supervise field trips for outreach and recruitment performances
5. Organize all permission slips, busing, communication with parents to arrange student and family participation
6. Design, produce, and copy programs for performances as needed
7. Manage students prior to, during, and after concerts
8. Facilitate appropriate set up for events in coordination with custodial staff and administration

Time Commitment Expected: {Refers to the total amount of time you commit as the person in charge of this co-curricular group for the duration of this activity. Please list student contact time and preparation time separately.}

1. Preparation time (clerical duties including but not limited to selecting repertoire, copying music, creating folders, creating programs, set up stage, submission of work orders and field trip forms): 10 to 15 hours
2. Student contact time (includes weekly rehearsals, dress rehearsals, and evening performances and/or outreach/community events) 20 to 25 hours
3. Performance time 10 to 15 hours

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Teaching Certificate or Licensure
- Such alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

Equipment Operated:

- Computer/printer
- Telephone
- Copier
- Motor vehicle
- Calculator
- Fax machine

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students
- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional evening/weekend/summer work
- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.