



BISHOP LYNCH HIGH SCHOOL

Choir Director Job Description

Employment Status: Part-Time

FLSA Status: Exempt

MISSION

Faithful to Catholic Tradition and to our Dominican heritage of scholarship and service, Bishop Lynch High School promotes the development of the total person by bringing together a diverse community in a rigorous college preparatory environment where students are taught to strive for excellence, seek truth, and work for justice in the world.

SUMMARY

The Choir Director is responsible for the implementation of the goals of Catholic education as outlined in *The Holy See's Teaching on Catholic Schools* (Archbishop Michael Miller):

- Inspired by a Supernatural Vision
- Founded on a Christian Anthropology
- Animated by Communion and Community
- Imbued with a Catholic Worldview
- Sustained by Gospel Witness

Qualified candidates will be driven and inspired by the mission of Catholic schools to form young men and women in a high school setting “who will be good citizens of the world, loving God and neighbor and enriching society with the leaven of the gospel, and who will also be good citizens of the world to come, thus fulfilling their destiny to become saints” (Miller, p. 20).

Position: Choir Director, Part-Time

General Description: The Bishop Lynch High School Choir Director will direct and manage the choral music program for the school. The Choir Director will supervise and coordinate the choral activities to support each participant in achieving a higher level of personal skill, in gaining an enhanced appreciation for music, and an increased level of self-esteem through rehearsals and performances. Reporting to the Director of Fine Arts, the Choir Director will plan activities to achieve district, region, and state recognition.

JOB EXPECTATIONS & RESPONSIBILITIES

- Direct high school choral performers.
- Establish and implement performance and academic requirements.
- Coordinate and oversee choir participation at extracurricular events, including but not limited to fall and spring concerts, liturgical celebrations, Baccalaureate Mass, Graduation, and various school and community events.
- Choose music for choral concerts and community events.

A CATHOLIC COLLEGE PREPARATORY SCHOOL OF THE DIOCESE OF DALLAS

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- Work with Campus Ministry to choose music appropriate for liturgical celebrations.
- Obtain and use evaluative findings to determine program effectiveness and recommend strategies to improve the program.
- Complete all required reports, records, and documents in a timely manner.
- Manage and oversee the choral budget and expenditures; ensure documented program needs are cost effective, and funds are managed wisely.
- Maintain current inventory and repair needs of all fixed assets within the choral program.
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students.
- Conduct ongoing evaluations of student achievement through formal and informal assessments.
- Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Verify each student's eligibility to participate in off-campus choir competitions and activities.
- Accompany and supervise students; arrange for transportation, lodging, and meals for both in-town and out-of-town events.
- Oversee choir parent and volunteer involvement.
- Establish and maintain effective and respectful communication with parents, students, administrators, colleagues, and community members.
- Facilitate relationships between Bishop Lynch choir program and Future Friars as instructed by the Director of Fine Arts.
- Serve as a positive role model for students and support the school's mission statement.
- Participate as an active member of the Bishop Lynch community
- Perform other duties as directed by the Director of Fine Arts or the Assistant Principal for Academics.

Working Conditions:

- Occasional local travel and statewide travel.
- Occasional prolonged and irregular hours.
- Ability to move or arrange for transportation of musical equipment.

QUALIFICATIONS

- Bachelor's degree in music or music education required; master's degree preferred.
- 12 college credit hours in education.
- 3+ years teaching and choral directing experience preferred but not required.
- Strong knowledge of music and choral needs.
- Knowledge of the operation and implementation of a choral music program.
- Strong desire to teach music and vocal education to high school students and be held accountable for student academic growth.
- Commitment to being a supportive, respectful, and energetic colleague.
- Strong classroom management skills while maintaining a respectful and professional manner.

- Must possess clear communication skills, strong work ethic, and excellent organizational skills.

Interested candidates should email their cover letter and resume to resume@bishopolynch.org and submit a formal application by clicking “Apply for this job.”