

**TITLE:** Choral Director Tier C (High School)

**QUALIFICATIONS:**

1. Florida teaching certificate.
2. Current employee of the school district.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal/Director or designee

**JOB GOAL:** To perform supplemental duties and responsibilities that support a comprehensive high school choral program.

**ESSENTIAL FUNCTIONS:**

1. Assists the principal in developing short and long range goals for the continuous growth of a comprehensive choral program.
2. Conducts a minimum of fifteen after-school performances. NOTE: The definition of a performance is each time a group performs after the regularly scheduled school day. For example, if you present the same concert three times, you are completing three performances.
3. Supervises maintenance and inventory of school equipment, uniforms, materials, and facility.
4. Arranges transportation and chaperones for all activities in a timely manner, including administrative support, parent communication, bus request, medical release, itinerary of activities, and school insurance or an approved insurance waiver form.
5. Supervises the conduct of students in all choral activities.
6. Attends all county meetings scheduled by and for high school choral directors.
7. Coordinates all publicity, financial arrangements and ticket sales.
8. Be responsible for obtaining all props, sets, costumes and equipment necessary for the performance of activities, and returning borrowed items.
9. Prepares and manages a budget for supporting program goals in line with the school's internal accounting procedures.
10. Holds and supervises after school rehearsals and activities.
11. The Director will be a member of and will participate in the activities of the Florida Vocal Association and its umbrella organization, the Florida Music Educators Association. The director provides the information and opportunity for qualified students to participate in student activities sponsored by FVA.
12. Attends and facilitates student's participation in annual All-County High School Honor Choir.

**OTHER RESPONSIBILITIES:**

1. Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.

2. Adheres to school district policies and procedures.

**PHYSICAL REQUIREMENT:**

This position requires exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Dates for work year based on the district's school calendar. Work year will be 196 days and a supplement to be determined by Schedule B of the Teacher/District Contract.

**ASSESSMENT:**

The principal or designee will assess the effectiveness of the High School Choral Director Tier C annually with respect to performance of the essential functions.

Adopted: 05-30-2002