

Litchfield School District, SAU27

**Job Summary – Choral Director:**

The Choral Director is employed to help each participating student achieve a high level of involvement in activities and events and to responsibly supervise all activities ensuring appropriate student conduct. Student behavior should follow expectations as outlined in the school’s student handbook and policy JJ – Students Co-Curricular Activities.

<b>Position Title:</b>	LMS Choral Director	<b>Category:</b>	Special Assignment
<b>Job Description Approved By:</b>	Litchfield School Board	<b>Date:</b>	9/3/08
<b>School:</b>	LMS	<b>Revised Date:</b>	6/20/11
<b>Reports To:</b>	LMS Principal	<b>School Year:</b>	2011-2012
<b>Supervises:</b>	Participating Students	<b>Tier Level:</b>	4

**Position Duties, Responsibilities and Minimum Expectations:**

The following functions are considered essential to this position:

1. Advisors will plan and schedule a regular program of meetings and activities for each club.
2. Unless otherwise excused, each person accepting a special assignment will be expected to attend all duty assignments, parent or teacher conferences and meetings called by the administration, or activity coordinator.
3. Advisors of clubs’ will be expected to see that students adhere to all bylaws that may be part of the organization’s activity in which they are sponsoring.
4. If any fundraising is done the advisor shall follow all school Student Activity Fund procedures for any funds collected and subsequently expended.
5. Advisors of clubs will be expected to fill out facility use forms when requesting to use buildings.
6. Advisors are expected to be present at all meetings and activities held by the clubs.
7. Perform other tasks and assume other responsibilities as assigned by the principal or his/her designee.
8. Involves up to 125 students (with a minimum of 15-20 students).
9. 5<sup>th</sup>/6<sup>th</sup> Grade Chorus – 3 concerts per year.
10. 7<sup>th</sup>/8<sup>th</sup> Grade Chorus – 3 concerts per year.
11. 7/8<sup>th</sup> Grade Chorus – 1 performance festival per year (i.e.: Great East, Large Group).

12. Rehearsal of each choral ensemble will occur once weekly to fulfill approximately 60 hours of music practice after school hours.
13. Organize and prepare for weekly rehearsals, requiring approximately 20 hours.
14. Organize 3 major concert events, requiring approximately 30 hours of facilitating and preparing for musical events.
15. Rehearsals will occur directly after school.
16. Students will access the activities bus for transportation.

### **Evaluation:**

Evaluation will be based on ability and effectiveness in carrying out the responsibilities of the position as outlined. Performance will be reviewed and supervision will be provided by the principal on an ongoing basis and annually at the completion of the activity by the Building Administrator.

### **Terms of Employment:**

The District shall pay the Employee a total of **\$4,181.80**, paid in four installments, during the 2011 – 2012 school year. The first payment will be issued on October 27, 2011, and the final payment will be issued on June 7, 2012.

### **Minimum Qualifications, Experience, Knowledge, Skills and Abilities:**

- Music instructional experience
- Experience in the performing arts
- Effective communication skills
- Organizational skills
- Ability to motivate students

### **Licensure and Certification Requirements:**

- Music teaching experience. Music certification preferred.

### **Physical Activity Requirements and Occupational Exposures:**

- Occasional bending, kneeling, squatting, climbing, pulling and pushing
- Frequent walking, standing, sitting and reaching
- Fine motor skills and repetitive motion with computer use
- Lifting up to 25 lbs. on an occasional basis
- Close and distance vision and ability to focus
- Loud noise

### **Other Considerations and Requirements:**

Co-curricular positions may be filled with staff or community members if no member of the LEA is qualified and/or interested in the position.