| ALBERTVILLE | CITY | SCHOOLS |
|-------------|------|---------|
| | | CONCOLO |

TITLE: Instrumental Music/Vocal Teacher/Choral Director Supplement

QUALIFICATIONS:1.Valid Alabama Certificate in the area of Music/Choral2.2.Such alternatives to the above qualifications as the Board may find
appropriate and acceptable

REPORTS TO: Principal

JOB DUTIES:

- 1. Directs complete organization and participation of students in each high school choir event and all details related to successful presentations.
- 2. Plans and schedules all necessary practice.
- 3. Recommends to the principal the purchase of equipment, supplies, and uniforms as necessary.
- 4. Works closely with the principal in scheduling all performances and necessary travel details.
- 5. Creates and maintains a budget for the year in coordination with the principal.
- 6. Oversees all fund raising activities and coordinates efforts of all booster clubs to ensure compliance with all bookkeeping standards.
- 7. Maintains all equipment and classroom materials associated with choirs at the high school.
- 8. Instructs students in general music as well as vocal skills at both high school and middle school.
- 9. Prepares all students interested in auditioning for the Alabama All-State Choir or honor choirs and makes all necessary performance arrangements.
- 10. Plans for transportation arrangements in coordination with the principal for all performances of middle school or high school choirs.
- 11. Ensures eligibility of all performing students.
- 12. Maintain professional growth and competence through professional development <u>as per Board</u> <u>Policy 5.5 Personnel – Professional Development</u>
- 13. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
- 14. Perform other duties as may be assigned.

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Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

| TERMS OF EM | IPLOYMENT: | 9-Month | 10-Month | 11-Month | 12-Month | | |
|--|---------------------------|---|------------|------------------|----------|--|--|
| EXPECTED WORK DAY: | | 8 Hours | | | | | |
| SALARY: | | lbertville City School Board approved salary schedule and rank and experience <u>as per policy 5.1.2 – Personnel – Special</u> for the Position | | | | | |
| EVALUATION : Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements | | | | | | | |
| Reviewed and a | agreed to by: | Employee | | Date | | | |
| Principal/Progra | m Coordinator Initials | _ | Human Reso | urce Initials | | | |
| | | | | | | | |

BOARD APPROVED: 2/16/16