ALBERTVILLE CITY SCHOOLS

TITLE: Music Teacher/Assistant Choral Director Supplement

- QUALIFICATIONS: 1. Valid Alabama Certificate
 - 2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal/Choral Director

JOB DUTIES:

- 1. Directs complete organization and participation of students in each school music program and all details related to successful presentations. These responsibilities pertain to programs at the middle school and high school choirs, through assistance to Choral Director.
- 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. Works with Choral Director to assist in fund raising activities and coordinates efforts of all booster clubs to ensure compliance with all bookkeeping standards.
- 7. Assists Choral Director in maintaining all equipment and classroom materials associated with choirs at the high school and assists with all events.
- 8. Assists Choral Director in instructing students in general music as well as vocal skills at both high school and middle school.
- 9. Assists Choral Director in preparing all students interested in auditioning for the Alabama All-State Choir or honor choirs and makes all necessary performance arrangements.
- 10. Assists Choral Director in planning for transportation arrangements in coordination with the principal for all performances of elementary, middle school or high school choirs.
- 11. Assists Choral Director in ensuring eligibility of all performing students in middle and high school choirs.
- 12. Other duties as may be assigned by principal and/or choral director
- 13. Maintain professional growth and competence through professional development <u>as per Board</u> <u>Policy 5.5 Personnel – Professional Development</u>
- 14. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
- 15. 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 EMPLOYMENT:		9-Month	10-Month	11-Month	12-Month
EXPECTED WORK DAY:		8 Hours			
SALARY:	According to Albertville City School Board approved salary schedule and determined by rank and experience <u>as per policy 5.1.2 – Personnel – Special</u> <u>Requirements for the Position</u>				
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 Resol	urce Initials	

BOARD APPROVED: 2/16/16