

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 **as per Board Policy 5.5 Personnel – Professional Development**
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.

