



**Job Title:** High School Head/Asst. Choir Director      **Exemption Status/Test:** Exempt  
**Reports to:** Campus Principal/Visual and Performing Arts Director      **Date Revised:** February 20, 2015  
**Dept. /School:** Assigned Campus      **Funding Source:** GISD Teacher Pay Schedule Plus Stipend of \$5,914 (head); \$2,875(assistant); (192 Days)

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**Primary Purpose:**

Direct and manage the overall program of instrumental music campus and provide students with an opportunity to participate in extracurricular choir activities and ensure compliance with all state, University Interscholastic League (UIL), and district requirements.

**Qualifications:**

**Education/Certification:**

Bachelor's degree in music from an accredited college or university  
Valid Texas teaching certificate in secondary music  
ESL Certification preferred

**Special Knowledge/Skills:**

Knowledge of overall operation of a choral music program  
Ability to manage budget and personnel  
Knowledge of state and UIL and TMEA policies governing choir  
Ability to implement policy, procedures, and data  
Strong instructional communication, public relations, organizational, leadership, and interpersonal skills  
Willingness to advance knowledge by attending workshops, conventions, and staff development sessions  
Adept in vocal music pedagogy

**Experience:**

Five years successful choral music teaching experience preferred for head director teaching positions  
Evidence of successful field experience (student teaching) for assistant teaching position

**Major Responsibilities and Duties:**

**Program Planning**

1. Plan/assist in the arrangement of transportation, lodging, and meals for any local or out-of-town events
2. Comply with federal and state laws, State Board of Education rule, UIL & TMEA rules, and board policy in the choir area.
3. Coordinate choir booster club activities and comply with board policy regarding booster rules and regulations if applicable
4. Coordinate fundraising activities for the development of additional choir activities, festivals and field trips
5. Assist in the development and implementation of plans for vocal music programs and show written evidence of preparation as required
6. Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in choir

7. Recommend policies to improve program
8. Support Choir Booster Club activities if applicable

### **Student Management**

9. Apply and enforce student discipline in accordance with the Student Code of Conduct and student handbook
10. Accompany and supervise students on in-district, in-district, in-town and out-of-town trips

### **Supervisory Responsibilities**

11. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
12. The head director will administer and supervise the duties of the assistant choir director

### **Communication**

13. Establish and maintain open communication by conducting conferences with parents, students, principals, administrators and teachers
14. Maintain professional relationship with campus and feeder choir directors, colleagues, students, parents, and community members
15. Attend all UIL and TMEA region meetings as a representative of your campus to vote and voice concern or advocacy for sites, dates and processes of future contests and meetings
16. Work in cooperation with the director of fine arts to ensure procedures listed in the fine arts operations and procedures manual are being followed throughout the campus and cluster

### **Budget and Inventory**

17. Maintain a current inventory of all fixed assets within department and report to the HS Head choir director/director of fine arts when requested
18. Help oversee the process of cleaning repairing, inventory and storage of all choir equipment
19. Ensure that programs are cost-effective and funds are managed wisely
20. Compile budgets and cost estimates based on documented program needs
21. Coordinate fundraising activities and manage funds

### **Personnel Management**

22. The head director will assist the fine arts director with the selection, training, supervision, and evaluation of assistant choir directors
23. Recruit, supervise and evaluate private lesson instructors for campus

### **Instruction**

24. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required
25. Obtain and use evaluative findings (including student achievement and retention data) to determine program effectiveness and ensure that program renew is continuous and responds to student needs
26. Prepare lessons that reflect accommodations for individual student differences
27. Present subject matter according to guidelines established by the Texas Education Agency board policies, and administrative regulations

28. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned through the district curriculum and state standards in music
29. Conduct ongoing assessments of student achievement through formal and informal testing
30. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students
31. Actively participate in district and area music events, including festivals, Pre-UIL events and UIL/TMEA events

### **Personnel Management**

The assistant will perform other duties as assigned as the head director

### **Mental Demands/Physical Demands/Environmental Factors**

Execute your assigned regular (daily) teaching schedule of classes  
Ability to maintain emotional control under stress  
Available to work prolonged and irregular hours

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.