

TITLE: Instrumental Music/Vocal Teacher/Choral Director Supplement

QUALIFICATIONS:

1. Valid Alabama Certificate in the area of Music/Choral
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 **as per Board Policy 5.5 Personnel – Professional Development**
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.

