

TITLE: Musical Choir Director

DEPARTMENT: Activities

REPORTS TO: Activity Coordinator/Building Principal

POSITION SUMMARY: The person in this position is responsible for the planning and direction the choral/vocal aspects of the Musical at Issaquah High School. The educational goal is to provide an opportunity for students to achieve a high level of skill in the theater arts, as well as an appreciation of teamwork. It is a requirement of this position to supervise all students and staff in a manner that maintains a safe school environment.

ESSENTIAL FUNCTIONS:

- Assist with organizational meetings for potential performers and parents and encourages potential performers to participate in the musical.
- Assist with auditions and retains data and anecdotal observations on student performance.
- Train all soloists, duets, and ensembles for musical performance by teaching all music to singers, ensuring all students have music memorized, and working with students on projection, diction, pronunciation, and placement.
- Observes performers, during performances and rehearsals, to determine the needs for individual or group improvement.
- Organizes and directs individual and small group practice activities.
- Collaborate with musical team to coordinate music and arrange rehearsals with singers, choreography, and orchestra.
- Find rehearsal accompanist (paid flat fee).
- Write/arrange/teach any special music as requested by the director.
- Works with the musical director, activity coordinator, and athletic secretary to reserve rehearsal and performance space.
- Arranges weekly rehearsal calendar with director, assistant director, and instrumental director and assures a District employee is present at all rehearsals and performances.
- Instructs and demonstrates skill sets and techniques necessary for individual and group achievement in performances.
- Conferences with parents/guardians, as necessary, regarding the performance of their student.

GENERAL RESPONSIBILITIES:

- Adheres to financial Regulations and practices of the District in regard to the handling of money, expenses, and receipts.
- Enforces discipline regulations and emphasizes healthy lifestyles.
- Instructs student-performers on and maintains a safe environment and facilities for student performers at all times.
- Completes District injury report for any student injured within 24 hours even if student does not see physician.
- Models professional behavior and maintains appropriate conduct towards performers, staff members, and audience members.
- Professionally represents the school and the District in interactions with student, parents, community, staff and the media.
- Maintains appropriate certifications and training hours as required the ISD.
- Demonstrates regular and prompt attendance at all events.
- Models nondiscriminatory practices in all activities.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

Working Conditions & Physical Requirements

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment or outdoors. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

EDUCATION: High school diploma or equivalent.

EXPERIENCE: Job related experience is desired.

REQUIRED TESTING: None Required

CERTIFICATES AND LICENSES: None Required

CONTINUING EDUCATION/TRAINING: None Specified

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Non-exempt

BARGAINING UNIT: Unrepresented

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date