

## Job Description

**Job Title:** Choral Director

**Position Code:** 7E02 GE02, 7E03 / GE03, 7E04 / GE04

**Job Classification:** Exempt

**Supervisor:** Principal & Instructional Supervisor

**Pay Grade:** 35A, 37A, 38A, 39A

**Contract Length:** 192 Days

### Job Summary

Position is responsible for instructing secondary school students in the field of choral music and creating a safe and orderly learning environment. Position motivates students to develop an interest in and an appreciation of the art of music. Position develops knowledge, skills, and talents of students in the field of music, utilizing a variety of instructional techniques appropriate to students' interests and abilities.

### Essential Duties

1. Instructs secondary school students in developing knowledge and skills in choral music in accordance with the course of study adopted by the Board of Education.
2. Enables students to develop an appreciation of the art of music.
3. Demonstrates techniques to students in choral music concepts.
4. Develops clear and concise instructional lesson plans and organizes class time to provide a balanced program of preparation, instruction, and rehearsal time.
5. Assigns duties to choral assistants as necessary.
6. Provides individual and small group instruction and adapts the curriculum to the needs of students with varying abilities.
7. Uses a variety of instructional techniques and musical repertoire appropriate for the ages and skill level of students.
8. Establishes and maintains standards of pupil behavior and creates a safe, orderly, and effective environment for learning during practice, group rehearsals, and musical performances.
9. Arranges opportunities for students to present musical performances both during and after school hours.
10. Plans, rehearses, and directs students in musical programs for the school and community.
11. Instructs students in the proper care and use of equipment.
12. Organizes storage areas and controls the use of materials and equipment to prevent loss, abuse, injury, or security breach.
13. Maintains an organized and workable inventory of all music and equipment related to the choral program.
14. Makes minor adjustments to musical equipment and requests repairs as appropriate.
15. Evaluates student performance and growth in knowledge and understandings and prepares regular progress reports.
16. Conferences regularly with parents/guardians regarding behavior observations and the performance of students.
17. Identifies student needs and cooperates with other professional staff members in helping students solve health, attitude, and learning problems.
18. Maintains thorough records for each student.
19. Selects, requisitions, and maintains books, instructional materials, and instructional aids.
20. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Attends staff development programs, curriculum development meetings, and other professional activities.
2. Keeps abreast of developments, research, and new technology in the field of music education.
3. Performs any other related duties as assigned by the Principal & Music Instructional Supervisor or other appropriate administrator.

**Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Bachelor’s or Master’s degree in education or a related field and meet the Virginia Department of Education licensure eligibility requirements to teach music. Must possess effective instructional delivery techniques and excellent communication skills. Must possess an in-depth knowledge of choral music techniques and skills. Must possess the ability to instruct students in choral music. Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.

**Working Conditions and Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; and to bend, stoop, climb stairs, and 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/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

**Supervision Exercised:** May include instructional assistants, volunteers, tutors.

**Supervision Received:** Principal & Music Instructional Supervisor

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Choral Director will be required to follow any other instructions and to perform any other related duties as assigned by the Principal & Instructional Supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised 09/19 CR