

**Policy GFBDAJ: Job Description: High School Choral Director**

**Status:** DRAFT

**Original Adopted Date:** 09/15/2008 | **Last Reviewed Date:** 09/15/2008

**Job Description: High School Choral Director**

**QUALIFICATIONS:**

1. A Bachelors Degree in education / in compliance with MHSAA.
2. A valid Mississippi teaching certificate in compliance with MHSAA.
3. Strong communication, both oral and in written, skills are required.
4. Strong interpersonal skills are required to establish and maintain effective working relationships with staff, students, parents and members of the community.
5. Thorough knowledge of the fundamentals of choirs.
6. Thorough knowledge of the principles and methodology of effective teaching.
7. Possess and maintain a valid driver's license.
8. Any other qualifications deemed appropriate by the Board.
9. Ability to lift, carry, push, pull 25–50 pounds.

**REPORTS TO:**

High School Principal  
Athletic Director

**PERSONNEL REPORTING TO THIS POSITION:**

None

**JOB GOAL:**

This position is responsible for establishing and leading a successful choral program. This position shall set an example of an exceptional professional educator and be ever mindful that both the director and student represent the Jackson County School District and are expected to conduct themselves in an exemplary manner.

This position shall not only be responsible for the development of entertaining choirs and ensembles but also, the development of self-discipline, character, teamwork, leadership, citizenship, responsibility, academic excellence and the molding of the leaders of tomorrow's society. The primary duties of the person holding this position will be to instruct and manage the high school choral music program; promote school spirit through musical performances; and encourage student participation.

**AREAS OF RESPONSIBILITY:**

1. Public performances
2. Choral/Ensemble practice and activities
3. Student conduct and discipline
4. Choral Equipment & Music Library Maintenance
5. Student participation and morale
6. Public relations
7. Student welfare
8. Student eligibility

**JOB DUTIES:**

1. Instructs and plans the high school choral music program.
2. Maintains and purchases instruments, music library, equipment and facilitates repair services when needed.
3. Ensures proper conduct and discipline of all student members of the choir.
4. Establishes and maintains rapport with students and encourages student participation.
5. Motivates students to achieve maximum potential.
6. Provides opportunities for and supports student involvement in the promotion of school spirit.
7. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
8. Works collaboratively with staff, families, and community resources.
9. Organizes and leads after-school practice sessions routinely in preparation for winter and spring concerts.

10. Coordinates publicity for choral activities, notifying proper staff members of all activities scheduled by the group.
11. Coordinates all performances in conjunction with the High School Principal and Athletic Director.
12. Ensures the choir performs in appropriate district and high school music festivals.
13. Ensures the choir performs a winter music program, spring music concert, and at graduation exercises with quality music that is entertaining, and consistent with community standards.
14. Ensures student choir members are uniformly dressed for all public appearances.
15. Interacts with the Jr. High School Choral Director to ensure consistency in instructional achievement between the school levels.
16. Rides bus for away events.
17. Maintains a clean and organized choral hall.
18. Maintains compliance with all rules and regulations of the Mississippi High School Activities Association.
19. Complies with and supports all school district regulations and policies;
20. Performs all any other duties and activities responsibilities assigned by the High School Principal and Athletic Director. deemed appropriate by the principal.
21. Be punctual and conscientious in school attendance and participate in school-related functions as assigned by the High School Principal and Athletic Director.

#### **TERMS OF EMPLOYMENT:**

To be employed 9 months per year. Salary and work year are to be established by Board policy GGBB.

#### **EVALUATION:**

Performance in this position will be evaluated annually by the High School Principal and the / Athletic Director.

In the event the coach of this position is the Athletic Director, the Assistant Superintendent will conduct the evaluation.

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