

Job Description
La Porte Community School Corporation

JOB TITLE: Middle School Choir Director

SUMMARY: Teaches individuals or groups vocal music by performing the following duties.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

Prepares daily classroom work and/or rehearsals designed to meet curriculum requirements following the Indiana State Standards and develops lesson plans using technical knowledge, aesthetic appreciation, and appropriate teaching techniques.

Provides students with course expectations including grading policy, classroom and/or performance expectations. This will include performances for the school year and will be distributed at the beginning of the school year.

Evaluates student progress and provides both remediation and enrichment opportunities as well as placement in ensembles and/or sections to provide appropriate pacing of their musical development.

Instructs students in music theory, history, music reading, and music appreciation in accordance with the Indiana State Standards.

Leads each grade level choir in a minimum of two concerts each school year. Additional performances of the grade level choirs for school programs, community activities, festivals, and contests will be determined annually by the middle school choir director, building administration, and the Director of Music.

Organizes, administrates, and instructs extra-curricular swing choir and/or vocal jazz program.

Organizes, administrates, and provides opportunities for students to participate in available regional and state honor groups.

Organizes, administrates, and provides opportunities for students to participate in the Indiana State School Music Association (ISSMA) vocal and piano solo and ensemble festival.

Organizes and maintains the inventory of equipment, instruments, and uniforms.

Establishes and coordinates an annual performance calendar with the building administration and the Director of Music.

Is accountable for extra-curricular and corporation budgets to the building administration and the Director of Music.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: College or university degree in music education with choral or vocal/piano concentration or the equivalent; must demonstrate acceptable piano proficiency.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of children, parents, or employees of the school organization.

MATHEMATICAL SKILL: Ability to work with mathematical concepts such as those involved in bookkeeping and budgeting. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; sit; use hands to conduct music ensembles; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell. The employee must frequently lift and/or move up to 10 pounds.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: Pen, pencil, projector, public address system, sound and video equipment, black/whiteboard, chalk, marker, charts, diagrams, examinations, manuals, reference books, textbooks, computers, and copy machines.

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. The noise level in the work environment ranges from moderate to high.

TERMS OF EMPLOYMENT: 189 day contract. Length of year and salary to be determined by the board of school trustees and the working agreement.