



TITLE: ACTV Assistant Vocal DirectorHS (Stipend)

POSITION INVENTORY: N/A

DEPARTMENT: Activities Office

FLSA STATUS: Non Exempt

REPORTS TO: Building Administrator/Head Vocal Director

FT/PT: N/A

RECEIVES GUIDANCE FROM: Building Administrator/Activities Department/Curriculum Coordinator

BASIC FUNCTION: Assist head vocal director in conducting and administering performances and rehearsals outside the school day.

ESSENTIAL FUNCTIONS:

1. Conduct secondary vocal ensemble concerts during the school year and applicable events. Minimum of 3 performances.
2. Support vocal ensemble concerts and applicable events.
3. Support and attend all district high school vocal events.
4. Support and attend solo/ensemble festivals.
5. Support and attend honor ensembles.
6. Assist head vocal director with organization of events.
7. Assist head vocal director with booster club needs.
8. Submit reports and activity checklists to building and district administration as requested.
9. Attend district-wide meetings as requested.
10. Attend work on a prompt and regular basis.
11. Maintain confidentiality.
12. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
13. Assist with other duties as may be assigned.

HIRING SPECIFICATIONS:

Required:

1. Bachelor of Music Education degree (for assigned stipend) or experience in music performance (for ratio stipend).
2. Competency working in a culturally diverse environment or the willingness to acquire these skills.

Desired:

1. Experience directing or leading a choir in a middle school or high school setting.

PHYSICAL DEMANDS:

		NEVER 0%	OCCASIONAL 1-32%	FREQUENT 33-66%	CONSTANT 67%+
A.	Standing				X
B.	Walking			X	
C.	Sitting		X		
D.	Bending/Stooping		X		
E.	Reaching/Pushing/Pulling		X		
F.	Climbing/Stairs		X		
G.	Driving		X		
H.	Lifting (10 lbs)			X	
I.	Carrying (10 feet)			X	
J.	Manual Dexterity Tasks				
	Telephone		X		
	Computer		X		
	Other		X		
K.	Working Conditions				
	Inside				X
	Outside		X		
	Extremes of Temperature/Humidity			X	

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.



Human Resources Generalist

*This job description is not approved without the signature of a Human Resources Representative.

Date: 08/23/2017