



TITLE: ACTV Vocal Director EL (Assigned)

POSITION INVENTORY: N/A

DEPARTMENT: Activities Department

FLSA STATUS: Non Exempt

REPORTS TO: Building Administrator

FT/PT: N/A

RECEIVES GUIDANCE FROM: Principal/Activities Department/Curriculum Coordinator

BASIC FUNCTION: Conduct and administer vocal performances and rehearsals outside the school day.

ESSENTIAL FUNCTIONS:

1. Conduct choral performances, involving all grades, a minimum of twice during the school year. At least one performance must be outside of contract hours for both stakeholders and general public.
2. Acquire concert space and necessary performance resources (mics, chairs, stands, etc.).
3. Submit concert dates to curriculum coordinator for approval in coordination with building administration. October 15th is the submission deadline.
4. Submit reports and activity checklists to building and district administration as requested.
5. Attend district-wide meetings as requested.
6. Attend work on a prompt and regular basis.
7. Maintain confidentiality.
8. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
9. Assist with other duties as may be assigned.

HIRING SPECIFICATIONS:

Required:

1. Currently employed as vocal/general music teacher in the same school.
2. Competency working in a culturally diverse environment or the willingness to acquire these skills.

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 Manager

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

Date: 8/23/2017