Job Title: High School Choir Teacher
Assignment: High School Choir
Reports To: Principal
FLSA Status: Exempt

JOB SUMMARY
The teacher is the primary instructional delivery person in the classroom. Student achievement and growth are primarily dependent on the work and efforts of the teacher. The position is demanding, varied and complex. The teacher must have excellent communication and interpersonal skills and be well trained in content knowledge and teaching strategies.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Some of the essential duties and responsibilities have been extracted from Oregon Administrative Rules related to educators. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Develop students’ musical technique and style for school and competitive performances.
2. Design and implement a wide variety of appropriate instructional activities for students of varying abilities and talents.
3. Evaluate student achievement and adjust instruction accordingly.
4. Teach a variety of vastly different skills simultaneously.
5. Effectively manage large classes of students.
6. Organize and maintain a large inventory of equipment.
7. Organize and maintain a large inventory of instructional materials and music library.
8. Plan logistics and transportation for up to 15 events outside of school per year.
9. Plan and organize concerts and other public performances
   a. Scheduling, select music, conduct rehearsals
   b. Prepare and produce concert programs
   c. Logistics: arrange venue, transport equipment
   d. Organize, lead and supervise large groups of students
10. Supervise large groups of students in activities outside of school hours and off campus.
11. Manage fundraising for music program.
12. Be responsible for budgeted and fundraised money accounts.
13. Maintain appropriate licenses and training hours as required.
14. Comply with applicable District, state, local and federal laws, rules and regulations.
15. Adheres to all standards established by Teachers Standards and Practices Commissions for Competent and Ethical Educator.
16. Attend work regularly.
17. Other duties may be assigned as needed.
MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Serve on building and District and school committees and councils.
2. Report issues to authorities as necessary, animal control, suspicious activity etc.
3. Reports safety, sanitary and fire hazards immediately to supervisor.

EDUCATOR STANDARDS FOR PROFESSIONAL PRACTICE

The educator standards of professional practice define expectations for educators in the District and have been adopted by the Board of Directors. The standards help frame a comprehensive definition of effective teaching. Educators holding a teaching position will strive to perform at the proficient level on each of the following standards. Other duties may be assigned as necessary.

**Domain I: Planning & Preparation**

a. Demonstrate Knowledge of Content & Pedagogy
b. Demonstrate Knowledge of Students
c. Set Instructional Outcomes
d. Demonstrate Knowledge of Resources
e. Design Coherent Instruction
f. Design Student Assessments

**Domain II: Classroom Environment**

a. Create an Environment of Respect & Rapport
b. Establish an Culture for Learning
c. Manage Classroom Procedures
d. Manage Student Behavior
e. Organize Physical Space

**Domain III: Instruction**

a. Effective Communication with Students
b. Use Questioning & Discussion Techniques
c. Engage Students in Learning
d. Use Assessment in Instruction
e. Demonstrate Flexibility & Responsiveness

**Domain IV: Professional Responsibilities**

a. Reflect on Teaching
b. Maintain Accurate Records
c. Communicate with Families
d. Participate in a Professional Community
e. Grow & Develop Professionally

SUPERVISORY RESPONSIBILITIES

This position may supervise volunteers, student aides, and instructional assistants. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment at all times.
MINIMUM REQUIRED QUALIFICATIONS

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

Minimum Qualifications

1. **Aptitude:** Thorough knowledge of music and choirs. Demonstrated knowledge and expertise in the area of vocal music. Thorough knowledge of traditional musical styles.
   a. Have a working knowledge of how to direct SATB choirs.
   b. Have a fundamental operational knowledge of audio recording equipment.
   c. Have a fundamental operational knowledge of sound reinforcement equipment.
   d. Have a fundamental knowledge of other specific music performance related technology.

2. **Education, Certificates, Licenses, Registrations:** Must hold an undergraduate degree in music. Must hold a valid Oregon Teaching License with the appropriate endorsement and authorization for the assignment. Licenses as determined by the District including, a valid Oregon Driver’s License and ability to obtain a valid CPR/First Aid card.

3. **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others’ ideas and contributing to building a positive team spirit.

4. **Experience:** Demonstrated ability to successfully work with adolescent students and the public in a school setting. Student teaching also applies.

5. **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff or members of the community. Ability to draft simple correspondence and some routine reports. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

6. **Mathematical Skills:** Ability to add, subtract, multiply and divide. Ability to perform these operations using units of American money and weigh measurement, volume and distance.

7. **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

8. **Computer Skills:** Proficiency in the usage of database software, internet software, and email. Ability to proficiently use the following programs: MS Word, Outlook, and Excel. Ability to type accurately and proficiently.

9. **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents, members of the community and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with constant interruptions. Willingness to coach.
PREFERRED QUALIFICATIONS

- Master’s degree
- 3.5 or > Undergraduate GPA
- 2 years choir teaching experience
- Experience Advising High School Clubs/Co-Curricular Activities

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 or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must regularly lift and/or move up to 15 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision.

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.

Occasionally perform work beyond a standard 40-hour workweek when workload requires.

The work environment is in a school that combines standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate and occasionally high. May be exposed to bloodborne pathogens.
OTHER

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: ________________________________ Date: __________

Employee Printed Name: ____________________________________________

Supervisor Signature: ________________________________ Date: __________

Supervisor Printed Name: ____________________________________________