



File #154

***Cleveland Heights-University Heights Board of Education
Supplemental Job Description***

Job Title: Vocal Music	Building: Elementary school
Immediate Supervisor: Principal	Duration of position: School year
Salary Category: G	Expected # of participants: 300 to 500
Date of Last Program Review: November 2014	

Statement of purpose:

- **In order to provide students an organized opportunity for co-curricular exposure to a shared interest, in this case performing as a grade level choir, the advisor will provide oversight to all aspects of the co-curricular group.**

Group goals

- To improve ability to sing, read and write music
- To perform as part of a group for students, families, and community members
- To demonstrate class learning in a performance setting
- All students will be featured in at least one music program during the year

Minimum knowledge, skills, certifications, physical requirements

- Licensed music teacher
- Should be able to play the piano and work sound equipment
- Should be able to work with large groups and schedule and facilitate rehearsals
- Available for evening performances as scheduled

Detailed essential function(s) - specific to position:

- Choosing and practicing music and teaching it to students
- Choreographing songs, choosing costumes, making costumes
- Choosing soloists and speakers and meeting with them at lunch, during planning time and/or after school
- Communicating with parents and teachers
- Scheduling and conducting rehearsals
- Create and copy programs for each performance
- Arrange for accompaniments for the performance
- Conduct a minimum of two after school concerts

Time Commitment Expected:

- Preparation time 15 to 30 hours
- Student contact time in addition to scheduled class time 15 to 30 hours

Other Duties and Responsibilities:

- Coordinate financial aspects of the club
- Deposit all play proceeds with school treasurer/authorize payment of production bills through district fiscal policies and regulations
- Coordinate fund raising aspects for the club
- Organize all working committees and prepare schedule for rehearsals and committee meetings
- Perform other duties as assigned by the Building Principal/Superintendent

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Teaching Certificate or Licensure
- Such alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

Equipment Operated:

- Computer/printer
- Telephone
- Copier
- Motor vehicle
- Calculator
- Fax machine

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students
- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional evening/weekend/summer work
- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.