



**File #157**

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

<b>Job Title:</b> Challenge Choir	<b>Building:</b> Elementary school
<b>Immediate Supervisor:</b> Principal	<b>Duration of position:</b> School year
<b>Salary Category:</b> G	<b>Expected # of participants:</b> Approx. 20 to 60
<b>Date of Last Program Review:</b> November 2014	

**Statement of purpose:**

- **In order to provide students an organized opportunity for co-curricular exposure to a shared interest, in this case singing and performing in front of an audience, the advisor will provide oversight to all aspects of the co-curricular group.**

**Group goals:**

- Improve singing, reading and writing of music
- Work toward and perform in the school, in the high school musical, and in the community
- Share musical experiences with others who love to sing and play instruments
- Show respect for fellow performers and audiences
- Experience different cultures through song and dance

**Minimum knowledge, skills, certifications, physical requirements**

- Licensed music teacher
- Access to piano, amplification tools, and Smart board
- Expertise in choral rehearsing and ability to teach all the music for the high school fall musical to elementary students including the choreographed movements

**Detailed essential function(s) - specific to position:**

- Availability and willingness to meet outside of assigned teaching times e.g., lunch and after school
- Rehearse music for high school musical
- Supervise field trip to high school for dress rehearsal
- Organize all permission slips, busing, communication with parents, and food for the rehearsal and two evening/weekend performances at the high school
- Choose other music, secure copies for students and rehearse for other school and community performances as scheduled

**Time Commitment Expected:**

- Preparation time 10 to 15 hours
- Student contact time 20 to 25 hours
- Performance time 10 to 15 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.*