



File #169

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

Job Title: Elementary Choreographer	Building: Elementary
Immediate Supervisor: Principal	Duration of position: 6 weeks (Fall)
Salary Category: H	Expected # of participants: Approx. 120
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 choreographed moves they have learned while singing in the high school musical, the advisor will provide oversight to all aspects of the co-curricular group.**

Group goals:

- Students will learn and be able to perform choreographed movements along with other performers while singing in the fall musical at the high school

Minimum knowledge, skills, certifications, physical requirements:

- Prior experience with elementary choreography
- Familiarity with the musical being performed
- Ability to communicate and coordinate with the high school musical director and other elementary music teachers
- Ability to plan and teach creative movements for 120 students in the production
- Ability to organize these students and their teachers to perform at the musical
- Availability to attend the high school musical dress rehearsal for elementary students and the evening performances.

Detailed essential function(s) - specific to position:

- Study the musical to be performed and become familiar with it
- Choreograph creative movements elementary students can learn and perform while singing
- Teach movements to other elementary challenge choir directors and to students
- Make sure challenge choir teachers assist at the performances
- Lead the students in their performance of the choreographed movements at each of the high school musical performances

Time Commitment Expected:

- Preparation time 10 to 15 hours
- Student and teacher contact time 15 to 25 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.