



File #105

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

Job Title: Honors Choir Director + Reaching Heights	Building: Middle school
Immediate Supervisor: Principal	Duration of position: School year
Salary Category: E	Expected # of participants: Approx. 20 to 60
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 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.