

## **Musical Vocal Director**

**Job Title:** Musical Vocal Director  
**Department:** Activities  
**Reports to:** Musical Production Director  
**Classification:** Exempt

### **Summary**

Under supervision of the Musical Production Director, the Musical Vocal Director works within the framework of the theatre department and music department providing leadership in the ongoing development of the program.

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Essential Duties and Responsibilities**

An individual who holds this position is required to:

1. Recruit high school singers to meet the production's vocal demands.
2. Be on time and prepared to rehearse music and vocally coach performers.
3. Hold music rehearsals with the full cast in coordination with the master rehearsal schedule. Be present to provide feedback to singers during large group rehearsals.
4. Create a joint rehearsal schedule to coach soloists and groups not otherwise rehearsing.
5. Provide singing instruction and critique when in a group rehearsals.
6. Hire rehearsal and performance accompanist or provide suitable accompanying for rehearsals and performances.
7. Make any adaptations to the music with speed and clarity. All major musical changes must be made in consultation with the Band Director and in the first week of rehearsal.
8. Clearly communicate performer singing responsibilities and hold singers accountable.
9. Conduct all rehearsals with enthusiasm, clarity, and professionalism.
10. Provide a safe environment for students.
11. Ensure the room/area is secured and the facility is left in good repair.
12. Adhere to all the policies, procedures and regulations of the building and district.
13. Other duties as assigned.

### **Supervisory Duties**

Supervise students at all times

### **Qualifications**

#### **Education**

Bachelor's degree from accredited college/university

#### **Certificates, Licenses, Registrations**

Valid Missouri Teaching Certificate

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### **Skills and Abilities**

#### **Language**

An individual who holds this position must have the ability to:

1. Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance.
2. Complete forms, write reports and engage in written correspondence with parents.
3. Present information effectively and respond to questions.
4. Write clear and complete lesson plans.

#### **Computation**

An individual who holds this position must have the ability to:

1. Work with mathematical concepts such as probability and statistical inference.
2. Apply concepts such as fractions, percentages, ratios and proportions to practical situations.

#### **Reasoning**

An individual who holds this position must have the ability to:

1. Solve a variety of problems in many different situations.
2. Interpret instructions presented in written, oral, diagram or schedule form.
3. Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students.

#### **Other Skills and Abilities**

An individual who holds this position must have the ability to:

1. Identify needs and abilities of individual students and to adapt instructional methods accordingly.
2. Establish and maintain effective relationships with students, peers and parents.
3. Perform multiple tasks simultaneously.

#### **Technology**

An individual who holds this position must have the ability to:

1. Perform basic computer functions such as word processing and internet use.
2. Use district software for recording grades and finding student information.
3. Utilize smart boards, projectors and other instructional technology provided by the district.

*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 essential functions.*

### **Physical Demands**

An individual who holds this position must have the ability to:

1. Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously.
2. Move around the classroom.
3. Read handwritten or printed material.

#### **Attendance**

Consistent and regular attendance is an essential function of this position.

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*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Conditions and Environment**

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess.

### **Terms of Employment**

Contracted school year