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## **JOB DESCRIPTION**

ANDES CENTRAL SCHOOL DISTRICT

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| <b>POSITION:</b>                     | <b>Vocal Advisor</b>                                |
| <b>REPORTS TO:</b>                   | Principal or other designee                         |
| <b>SCHOOL BOARD APPROVAL DATE:</b>   | August 8, 2016                                      |
| <b>FLSA STATUS:</b>                  | Exempt  |
| <b>TERMS OF EMPLOYMENT:</b>          | In accordance with school calendar and board policy |
| <b>EVALUATION:</b>                   | In accordance with Negotiated Agreement             |
| <b>SUPERVISORY RESPONSIBILITIES:</b> | Students  |

### **SUMMARY:**

The advisor of this position will be responsible for preparing all major choir concerts for the year. He/she will also assist in preparing students for participation in festivals, competitions, and regional/state contests.

### **QUALIFICATION/BASIC JOB REQUIREMENTS:**

1. Education Level: Bachelor's or Master's degree (preferred but not required)
2. Experience Desired: Five years choral conducting/vocal music.
3. Will lead the Choir in performance and practice of essential duties.
4. Proficiency with vocal instruction and piano.
5. Must exhibit leadership, organizational, and public relations skills.
6. Demonstrated ability to follow Board Policy.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Prepares all major concerts per choral group each year, participates in choral festivals, competitions and regional/state contests.
2. Maintains the building choir music library.
3. Prepares students for auditions, rehearsals and performances of All State Chorus, All State Honors Choir as well as other regional and state performances.
4. Rehearses choral selections, combined choirs and group lessons when applicable.
5. Maintains the choir robe inventory.
6. Collects and processes data for awards program.
7. Coordinates selection and purchase of vocal ensemble costumes if necessary.
8. Provides singers for athletic events, if appropriate.
9. Meets with the principal or other designee on curriculum calendar, travel, equipment maintenance, music library and district budget needs.
10. Organizes fund raising activities according to board policy.
11. Performs other duties as assigned.

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

The noise level in the work environment is usually moderate to loud. Duties are performed indoors and occasionally outdoors. The employee must be able to work effectively with a myriad of teachers, administrators, parents, and various outside groups. Possibly exposed to extremes of temperature. Occasionally subjected to extreme noise, odors, mists, dust and poor ventilation. Possible exposure to communicable diseases. Travel between locations will cause exposure to hazardous driving and walking conditions.

***PHYSICAL DEMANDS: The physical demands described 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 the essential functions.***

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch and crawl. The employee must occasionally push or lift up to 50 pounds such as boxes and AV/ VCR carts. The employee is directly responsible for the safety, well being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff. This position requires constant hand-eye and mind-eye coordination, hearing; intermittent repetitive motions with the wrists, hand and fingers, sitting, walking, talking, and keyboarding.

The information contained in this job description is for compliance with the American with Disabilities act (A.D.A.) and is not an exhaustive list of the duties performed for this position.