

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title:	VOCAL DIRECTOR	File 422
Reports to:	Principal	
Job Objectives:	Administers the district's vocal music program. Provides guidance and encouragement to help students profit from their participation. Promotes close working relationships with parents. Keeps the principal informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">· Valid Ohio teacher's license or certificate appropriate for the assignment.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· Documentation of a clear criminal record.· Complies with drug-free workplace rules and board policies.· Musical production and keyboarding skills.· Meets all prerequisite qualifications to be bonded.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Provides leadership for the district's vocal music program. Consults with the principal to determine the number of performances to be scheduled during the school year. Organizes and carries out a practice schedule. Coordinates performances with the school calendar. Supervises all performances.· Upholds board policies and follows administrative procedures.· Promotes a favorable image of the school district. Encourages community partnerships that enhance district programs and services.· Administers the board-approved budget. Requisitions supplies and equipment.· Prepares the assigned room. Promotes the proper use and care of school property.· Encourages student involvement in program activities. Explains student responsibilities (e.g., parental permission, training/performance schedules, recognition certificates, optional insurance coverage, etc.).· Teaches scheduled classes. Documents teaching performance objectives. Creates effective learning experiences. Ensures that lesson plans align with the district's adopted courses of study.· Submits written lesson plans according to building procedures. Provides prompt notification of absences. Ensures that teaching materials, class lists, and classroom procedures are readily available for substitutes.· Implements effective pupil management procedures. Maintains high standards and upholds the student conduct code.· Develops and maintains a positive learning environment. Stimulates student interest. Helps parents and students understand academic and behavioral objectives.	

- Evaluates the needs of students based on all available information. Plans student interventions. Varies instructional techniques to address individual learning styles.
- Provides guidance, communicates high expectations, and shows an active interest in student progress. Promotes academic success as an important priority for all students.
- Assists students seeking additional knowledge and/or pursuing advanced skills. Directs parents to supplemental resources within the district and community.
- Collaborates with other teachers. Shares knowledge and resources that enhance the educational process.
- Incorporates the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.

- Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.).
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Evaluates student achievement/performance and assigns grades. Prepares progress reports. Consults with parents as needed (e.g., phone calls, notes, meetings, etc.).
- Uses support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Makes a referral for student assistance/intervention when a need is indicated. Meets mandated deadlines for required paperwork. Works with team members to reach a consensus on a plan for the identified student.
- Helps prepare and implement Section 504 and Individualized Education Plans (IEP) for classroom students meeting eligibility requirements.
- Supports an inclusive educational environment. Provides opportunities for students with disabilities to participate in appropriate peer group activities.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
- Supervises non-classroom duties when assigned.
- Participates in parent conferences, open houses, and other required school events.
- Facilitates student involvement in solo and ensemble competitions.
- Arranges transportation and lodging for sanctioned activities.
- Obtains permission to be away when duties conflict with other assigned duties.
- Promotes favorable recognition of program participants.
- Supervises approved fund raising projects. Ensures that all financial activities are processed through the proper student activity account.
- Monitors innovations, evaluates activities, and recommends program improvements.
- Works closely with the music boosters association.
- Represents the music department at meetings outside the district.

- Participates in national, state, and/or regional activities that advance district goals.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

Abilities The following characteristics and physical skills are important for the successful performance of assigned duties.

Required:

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility: Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require operating power-driven equipment.
- Duties may require performing repetitive tasks quickly and differentiating variances in intonation, pitch, rhythm, and sound.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

Performance Job performance is evaluated according to the policy provisions adopted by

Evaluation:

the
Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

No portion of this job description shall supersede the Master Agreement between the Amherst Teachers Association and the Amherst Exempted Village School District Board of Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.