



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV26847
304-257-1011/FAX304-257-2453

JOB DESCRIPTION

JOB TITLE: Choral Director

Qualifications:

- WV Professional Teaching Certificate
- Endorsement in Music PK-AD
- Special Criteria: Choral director experience
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

Reports to: Principal

Primary Purpose:

Direct and manage the overall program of choral music. Provide students with an opportunity to participate in extracurricular choral activities and ensure compliance with all state, district, and school requirements. Plan activities to achieve district, region, and state recognition.

Special Knowledge/Skills:

- Knowledge of overall operation of choral music program
- Ability to manage budget
- Knowledge of state and local policies
- Ability to implement policy and procedures
- Strong communication, public relations, and interpersonal skills

Responsibilities and Duties:

Program Planning

- Direct high school choral performers, such as concerts, soloists, and ensembles.
- Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate.
- Arrange transportation, lodging, and meals for out-of-town events.
- Comply with federal and state laws, State Board of Education rules, school rules, and board policy.
- Obtain and use evaluative findings (including student achievement data) to determine program effectiveness and ensure that program renewal is continuous and responds to student needs.
- Strive for continuous program improvement.

Budget and Inventory

- Ensure that programs are cost-effective and funds are managed wisely.
- Coordinate fundraising activities and manage funds.

- Maintain current inventory of all fixed assets within department.
- Oversee process of cleaning, repairing, and storing all equipment.

Instruction (See Teacher Job Description)

Student Management

- Apply and enforce student discipline in accordance with the Student Code of Conduct and student handbook.
- Accompany and supervise students on out-of-town trips.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Communication

- Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
- Maintain professional relationship with colleagues, students, parents, and community members.
- Maintain confidentiality.

Other

- Other duties as assigned by supervisor.