HOLMDEL TOWNSHIP PUBLIC SCHOOLS
SCHEDULE "B" JOB DESCRIPTION:
CHORAL DIRECTOR

QUALIFICATIONS:

1.   Possesses New Jersey Teacher Certification or Certificate of Eligibility with Advanced Standing or fulfills qualifications for Substitute Teacher in the Holmdel Township Public Schools.

2.   Demonstrates expertise in knowledge and teaching of choral music.

3.   Is a choral music educator and/or has prior experience in teaching choral music to children (preferred).

4.   Demonstrates organizational abilities and skills in interpersonal relations.

5.   Successfully completes required criminal history proof of U.S. citizenship or legal resident status.

6.   Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal or designee.

JOB GOAL: To support each participant in achieving a higher level of skill, an enhanced appreciation for choral music, and an increased level of self-esteem through rehearsals and performances.

PERFORMANCE RESPONSIBILITIES:

1.   Instructional Leadership:

   a.   Communicates with student body and encourages participation in the choral activity.

   b.   Organizes and conducts tryouts for the chorus; informs administration and participants of final selections.

   c.   Instructs individual participants, small groups and the chorus, as appropriate, in the skills necessary for achievement.

   d.   Cooperates with the school administration in providing choral programs for school productions, graduation ceremonies and civic functions that enhance the students' performing experience.

e. Plans, rehearses and directs a minimum of three evening concerts per school year and makes arrangements for the rehearsals and performances in accordance with district procedures.

f. Seeks, initiates and implements participation of the chorus and chorus members in out-of-school choral experiences appropriate to the curriculum and student interest (i.e., All Shore Chorus); assists with auditions and other relevant activities of the group in accordance with program guidelines and district practices.

g. Submits budget needs annually to the principal in accordance with established timelines and guidelines.

h. Orders supplies, materials and equipment needed for the program in accordance with established district procedures and budget allocations.

i. Accounts for the use of program funds including, but not limited to the income and outgo of monies from fund raising efforts.

2. Student Management

a. Establishes and maintains standards of pupil behavior to provide an orderly, productive environment during rehearsals and music performances.

b. Maintains attendance forms, eligibility records, activity roster and similar paperwork, and provides information to the principal as requested.

3. Professional Development

Participates in continuous study and research, and/or attends relevant conferences and/or workshops to maintain and enhance professional competence in accordance with district guidelines and budget allocations.

4. School and Community Relations

a. Cooperates and shares professionally with other members of the staff.

b. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/guardians as appropriate.

c. Promotes awareness of the choral music program by sharing information with the building principal and other relevant audiences.

5. Other Assigned Duties

Performs other appropriate tasks and assumes such other duties in connection with the position of Choral Director as assigned by the Principal or designee.

TERMS OF EMPLOYMENT: Stipend and work year to be established by the Board in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Schedule "B" Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Public Board Meeting
DATE: March 22, 1995