

JOB TITLE

Vocal Music Director

REPORTS TO: Building Principal

JOB DESCRIPTOR: SCHEDULE

DATE: July 1, 1995

DEPARTMENT:

SCHEDULE:

NON-EXEMPT X

NATURE AND SCOPE OF JOB:

To carry out the objectives of the Vocal Music Activity Program and to follow the policies and procedures of Campbell County School District.

JOB FUNCTIONS:

ESSENTIAL FUNCTIONS:

1. Supervise the Vocal Music Activity Program at assigned school under the direction of the Building Principal.
2. Supervise all performances and practice sessions.
3. Prepare students for all performances and approved regional and state events.
4. Coordinate clinics and regional events that are held at assigned buildings.
5. Have a thorough understanding of the rules and regulations regarding the Vocal Music Activity Program.
6. Keep an accurate and up-to-date inventory.
7. Assume responsibility for the constant care of equipment and facilities used for the program.
8. Inform students of awards criteria at the beginning of the year and recommend students for awards based on a fair interpretation of that criteria.
9. Recommend budget items for the activity portion of the Vocal Music Program to be included in the building instrumental music budget.
10. Recommend facility maintenance or improvements.
11. Communicate regularly with supervisors regarding the progress and development of the Vocal Music Activity Program.
12. Prepare a detailed annual report highlighting the activity accomplishments, participation levels and recommendations for improvement of the activity.
13. Perform other duties or tasks related to the Vocal Music Activity Program.
14. May be responsible for supervising students on out-of-town activities. This may involve staying

overnight.

--EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS JOB--

JOB QUALIFICATIONS:

KNOWLEDGE, SKILLS AND MENTAL ABILITY:

- Knowledge of CPR and First Aid.
- Have fundamental knowledge of the activity.
- Ability to select from a variety of instruction methods.

EDUCATION, LICENSE, CERTIFICATION OR FORMAL TRAINING

- Possess all certificates required for the State of Wyoming.

EQUIPMENT USED:

VCR

Light Board

District musical instruments (ex., piano)

Video Camera

Sound Equipment (ex., microphone)

PHYSICAL DEMANDS:

- Be able to lift 30 pounds and move it 50 feet.
- Be able to sit on a bus for hour after hour.
- Be able to assist an injured participant.
- Be able to be heard up to 50 feet.

ENVIRONMENTAL DEMANDS:

- Some employees may be occupationally exposed to bloodborne pathogens and other potentially infectious materials based on task and procedures required.
- Be able to adjust to a variety of temperatures.
- Be able to tolerate noise and or loud music.

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