



# Mobile County PUBLIC SCHOOLS

## Job Description Title – CHORUS TEACHER

**SUPERVISED BY/REPORTS TO:** Building Principal or designee. Fine Arts Supervisor

**FLSA Designation:** Exempt

**JOB SUMMARY:** Supervises and coordinates Choral activities; Supports each participant in achieving a higher level of personal skill, foster an enhanced understanding of appreciation for music, and increased student musical capability through rehearsals and performances; Provides students with an opportunity to participate in extra-curricular choral activities such as Honor Choir; Ensures compliance with all state and district regulations and requirements; Participation in approved performances in the community are also an expectation of this position.

### QUALIFICATIONS:

- Valid Alabama teaching certificate in General Music or Vocal/Choral Music **or** be eligible for an alternative certificate with a bachelor's degree in General Music or Vocal/Choral Music. GPA of 2.5 required.
- Knowledge of overall operation of choral music program.
- Ability to meet suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Reliable transportation with a valid Driver's License.
- Regular and punctual attendance; full compliance with system sick leave and personal leave policies.

### LANGUAGE SKILLS:

Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as the Alabama Course of Study, safety rules, Individual Education Plans (IEPs), operating and maintenance instructions, procedure manuals, governmental regulations, professional journals, and any other instructional documents deemed necessary to carry out the requirements of the job. Ability to write routine reports and correspondence that conform to prescribed style and format.

### INTERPERSONAL SKILLS:

Works well with and respects others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Ability to effectively present information and respond effectively to questions in one-on-one situations and promotes positive interactions with other faculty members and stakeholders. Teachers should be sure that all their social media accounts are professional and appropriate. Does not project personal beliefs or biases onto students or faculty members.

**REASONING ABILITY:**

Ability to plan, organize, develop, and conduct a comprehensive teaching and instruction program in the visual arts course being taught for students in the district. Ability to identify and define problems, collect data, establish facts, and draw valid conclusions.

**COMPUTER SKILLS:**

General knowledge of computer usage and ability to use email, internet software, and word processing software. Must learn other software used by the district, i.e., PowerSchool, Schoology etc. Must be able to develop and/or facilitate an online course.

**PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:**

*The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required to do the job. An employee must meet these to perform the essential functions of this job successfully and satisfactorily.*

1. Plans effectively for instruction using knowledge of subject matter as well as knowledge of the physical, emotional, and intellectual growth process of students.
2. Selects music and music materials which are appropriate for teaching and performance, and which will contribute to the development of the student's understanding and appreciation of music.
3. Maintains positive and supportive communication with other general choral music teachers in the feeder pattern as well as other music teachers within the school system.
4. Works collaboratively with feeder school choral directors to recruit and retain students at the middle or high school.
5. Fulfills all responsibilities of paperwork such as materials and equipment inventory, purchase orders, report cards, attendance records, music library records, etc.
6. Meets other responsibilities, including presentation of performances, as may be directed by the administration.
7. Plans, accompanies and is responsible for the chorus' performance, including behavior, at all concerts, programs, activities, and on all field trips.
8. Provides choral participation at extra-curricular events, including concerts, pep rallies, parades, and Solo & Ensemble events.
9. Coordinates fundraising activities and manages funds. Compile budgets and cost estimates based on documented program needs.
10. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
11. Always interact in respectful ways with students, maintaining a physically and emotionally safe, supportive learning environment that is characterized by effective routines, clear expectations for all students behavior, and organization that maximizes student learning.
12. Maintains appropriate confidentiality regarding school/workplace matters including social media and online platforms.
13. Maintains and engages in personal professional growth, adheres to professional standards, and demonstrates professional ethics, sound judgment, and leadership. Attends all required in-service training meetings and workshops. Attends and participates in faculty meetings.
14. Reports potential problems, or unusual events, to appropriate administrative or supervisory personnel. Reports incidents for the purpose of maintaining the personal safety of students and employees.
15. Adheres to school system rules, administrative procedures, local Board policies, and state, federal regulations.
16. Knowledgeably and responsibly communicates accurate and timely regarding individual student progress via newsletters, emails, notes, phone calls, to all relevant stakeholders. Keeps electronic gradebook up to date.

17. Organizes daily class time so that instruction can be accomplished within the allotted time; develops weekly lesson plans (following scope and sequence) and instructional materials; translates lesson plans into learning experiences to best utilize the available time for instruction; provides appropriate, detailed instructions/plans for substitute teacher in event of absence. Lesson plans must be made available to local school administration and district staff when asked.
18. Is a role model for students and supports the mission of the school district.
19. Works well with all administrators, teachers, and other members of the school staff.
20. Performs other duties assigned by supervisor, administrator, or principal.

### **PHYSICAL REQUIREMENTS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job:*

The employee is regularly required to speak and listen. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and video display terminal. The teacher is occasionally required to stoop, kneel, or squat. The teacher may be on their feet standing for over an hour. The teacher may regularly lift and/or move up to 15 pounds and occasionally may lift up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.

### **WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Works in a classroom setting. The noise level is usually low to moderate but occasionally high depending on classroom activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens. Outside carpool and traffic duty may occasionally be required.

### **EVALUATION**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified Employees. Evaluation will be conducted by the building principal, the Fine Arts Supervisor, or their designee.

### **TERMS OF EMPLOYMENT**

Placement of this position may be in an individual school or shared between two or three schools. This position can also be an entirely itinerant position where the teacher rotates among several schools according to a schedule determined by the Fine Arts Supervisor. Work periods are 9-months (187 days) 7 hours per day usually Monday through Friday. Daily work schedule will be determined by the Principal, by the Fine Arts Supervisor or their designee. Work assignments and schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

### **SALARY**

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.