

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE:	Vocal Music Director
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EXEMPT:	Yes
SALARY LEVEL:	Per Master Contract
LOCATION:	Plymouth Community Junior High and High School
REPORTS TO:	Building Principals
LENGTH OF WORK:	

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

- I. Duties**
- A. Plans and directs the vocal music program at Plymouth High School.
 - B. Teaches any additional music classes as directed by the director of music and the high school principal.
 - C. Assumes responsibility for planning and coordinating with the assistant vocal director all performing vocal groups at Lincoln Junior High School.
 - D. Responsible to the director of music for the instruction of the vocal music program at the junior and senior high levels.
 - E. The vocal music director shall be placed on the extra pay schedule because of extra duties required after school hours for rehearsals and performances.
 - F. Plymouth High School shall be the home school for additional duties and responsibilities, i.e., teachers' meetings, etc.
- II. Concert Schedule**
- A. CRIMSON CONNECTION (Show Choir)
Average of 20 to 30 performances over the course of the year.
 - 1. A concert/variety show (3-week extra curricular rehearsal schedule).
 - 2. Show Choir contest (I.S.S.M.A./March) OR a private competition/festival.
 - 3. Convocations at the elementaries and the junior high.
 - 4. Various private performances (10-15 yearly).
 - 5. All events scheduled for the PHS Chorale and PHS Musical Highlights (B).
 - B. PHS MUSICAL HIGHLIGHTS (women's ensemble) and PHS CHORALE (beginning chorus)
 - 1. All-State choir auditions (late September).
 - 2. Christmas concert.
 - 3. Christmas convocation (C.C. and M.H. only).
 - 4. Musical stage production (musical comedy or operetta – early November since 1982).
 - 5. Solo and ensemble contest – District (late Jan. – early Feb.).
 - 6. Solo and ensemble contest – State (Indianapolis – late Feb.).
 - 7. Choral Festival (combined school production – 2nd Friday in March).
 - 8. Organizational contest (mid April).
 - 9. Commencement.
 - C. EIGHTH AND SEVENTH GRADE CHORUS
 - 1. Christmas concert (Dec.).
 - 2. District solo and ensemble contest (optional).
 - 3. Organizational contest (mid March).
 - 4. Spring Contest (April).

5. Christmas and Spring convocations.
6. Eighth grade musical (3rd weekend in May).
7. Extra-curricular ensemble (IF director's extra-curricular schedule will permit).

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Four-year college or university program certificate.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state driver's license - operator permit. Certification by the State of Indiana in teaching area(s).

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of children, parents, or employees of the school organization.

MATHEMATICAL SKILL:

Ability to work with and apply mathematical concepts appropriate for grade level content required.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen; pencil; pointer; slate; projections equipment; public address system; tape recorder; blackboard; chalk; charts; diagrams; examinations; manuals; maps; publications; reference books; textbooks; computers.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.

The working environment is mainly indoors other than routine errands.

There are no environmental hazards indicated for this position.

TERMS OF EMPLOYMENT:

Salary as per Master Contract.

EVALUATION:

Annually.

Revised 2/6/01