

ROCHELLE PARK BOARD OF EDUCATION

JOB DESCRIPTION

TITLE: Chorus Director

QUALIFICATIONS:

1. Valid New Jersey Instructional Certification and/or valid Bergen County Substitute Certificate
2. Demonstrated knowledge of effective instructional methods and developmentally appropriate physical skills, drills, and activities
3. Ability to maintain a positive and constructive rapport with members of the school community, including student, and parents
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal

SUPERVISES: Pupils

JOB GOAL: To provide guidance and instruction for students learning the skills and abilities involved in singing as a member of a chorus, both in practice and performances, and to promote good conduct, cooperation, and appreciation of music.

PERFORMANCE RESPONSIBILITIES:

1. Schedules practices sessions and performances, as well as any other meetings necessary for the operation of the program, and submits a schedule to the principal before the season begins
2. Maintains an accurate roster of students who participate in the program, and takes attendance at each meeting
3. Serves as a resource whenever information is required about the program
4. Collaborates with other school personnel to schedule use of shared spaces like the gym or other such school facilities

- 5. Provides instruction for students with regard to the skills, abilities, and behaviors necessary to participate productively as a member of the chorus**
- 6. Models qualities of effective performance, both individually and in working with others, and guides students in developing these skills**
- 7. Holds student accountable to positive behavioral expectations, the policies of the chorus program, and all applicable rules and policies set forth by the school and the Rochelle Park Board of Education**
- 8. Communicates with administration and parents about students in the program when student's conduct necessitates such contact (i.e. disciplinary infractions, behavior that could result in harm to self or others, etc.)**
- 9. Supervises students for the duration of scheduled activities, and ensures that they are supervised until such time as they are picked up or walk home**
- 10. Implements all policies and procedure of eh Rochelle Park Board of Education**

TERMS OF EMPLOYMENT: Salary as defined by contract, work year to include meetings no less than weekly October through June unless otherwise agreed upon prior to the meeting schedule being developed.