

# Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

**Human Resources**  
(409) 916-0107

**Assistant Choir Director**  
Job Description

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**Reports to:** Principal/Director of Fine Arts

**Status:** Exempt

**Term:** 187 Days

## **Primary Purpose:**

Assist the Director with the program of choral music for the District. To provide vocal instruction for high school choirs and to work as a member of the TCISD Vocal Music Department and the Performing and Visual Arts Department to prepare students for exemplary levels of performance individually and as a member of small and large ensembles.

## **Qualifications:**

### **Education/Certification:**

- Bachelor of Music Education, Master's Degree preferred
- Certification requirements; Music-All Level EC-12

### **Special Knowledge/Skills:**

- Adequate keyboard skills.
- Orff & Kodaly training and/or certification (preferred).
- Knowledge of core academic subject assigned.
- General knowledge of curriculum and instruction.
- Excellent organizational, communication and interpersonal skills.

### **Experience:**

- Proficiency in all areas of vocal music- vocal styles, choral techniques, and sight-reading.
- Extensive experience in solo work as well as in small and large ensemble performance situations.

## **Major responsibilities and duties:**

### **Instruction:**

1. Teacher will make all decisions based on what is best for the student.
2. Teacher will teach choir classes.
3. Teacher will create an atmosphere of respect for all individuals involved.

4. Teacher will embrace cultural diversity in order to enhance the learning experiences of our student.
5. Teacher will achieve high levels of performance and demand the same from students.
6. Teachers will be responsible for the organizational requirements of the program.
7. Teacher will maintain regular attendance and professional demeanor.
8. Teacher has an obligation to:
  - Create, maintain, and support a learning environment that is academically, emotionally, and physically safe
  - Take time to know and understand students and colleagues
  - Provide opportunities and guidance for students to explore and develop their uniqueness
  - Deliver high quality instruction that engages each student

**Program management:**

9. Teacher will participate in the following required activities:
  - All City Choir and Orff Ensemble Concert
  - Texas City Cultural Arts Foundation Fine Art's Performance
  - Texas City ISD Duck Derby Performance
  - Fall and Spring semester concert programs
10. Teacher will provide regular opportunities for individual and small group instruction outside of the school day (weekly sectionals, master classes, individual help sessions, and solo/ensemble preparation).
11. Teacher will impact his\her learning through researched-based professional development (TMEA, TCDA).
12. Teacher will have the opportunity to share and collaborate thru vertical team-teaching and department meetings.
13. Teacher will maintain confidentiality.
14. Teacher will perform other duties as assigned.

**Communication:**

15. Teacher will actively recruit TCISD students into the choir program.
16. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
17. Serve as a positive representative of TCISD across the local, regional, and statewide communities.

**Supervisory responsibilities:**

None

**Equipment used:**

Piano, audiovisual equipment and choral related instruments

**Working conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Occasional prolonged and/or irregular hours. Frequent standing, stooping, bending, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_