

**SCHOOL DISTRICT OF OKALOOSA COUNTY
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

SUPPLEMENTED POSITION

Position Title: Choral Director
Reports to: Principal

Minimum Eligibility Requirements:

Holds a valid Florida Educator's Certificate with appropriate coverage and employed in a regularly established position in Okaloosa Public Schools.

Communication Skills:

Ability to read and interpret documents. Ability to write routine reports and correspondence.

Administrative/Supervisory Requirements:

Keeps appropriate records. Conforms to rules and policies of the district, school, and state.

Interpersonal Relationships:

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

Physical Demands:

While performing duties of this job, the employee is regularly required to stand, walk, talk, and hear. Occasionally the employee is required to climb and kneel. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment:

The noise level in the work environment is noisy. The employee is frequently exposed to outside weather conditions. Duties are performed outdoors or in gymnasium.

Job Goal:

To further develop and promote quality choral music education in Okaloosa County.

Essential Duties and Responsibilities:

1. Continues to develop skills as detailed by the curriculum guide through after school rehearsals.
2. Sponsors on-campus choral performances during and after school hours.
3. Provides for student involvement in off-campus music performances and activities.
4. Participates in evaluative festivals before and after school hours.
5. Provides for individual instruction before and after school hours.
6. Organizes and helps to conduct county-wide rehearsals to prepare students for All-State and All-County choruses.

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7. Participates in professional organizations and activities related to student participation (Florida Vocal Association, District I; Florida Music Educators Association).
8. Attends workshops, conventions and in-service in order to update knowledge of subject area.
9. Attends and serves as advisor at the regular monthly parent support group meetings.
10. Schedules transportation as needed.
11. Monitors students' academic progress and assists as needed.
12. Abides by all policies of the Okaloosa County School Board.
13. Performs other tasks as assigned within the limits of the Master Contract.

Terms of Employment/Length of Employment:

Total school year. Salary as provided in Master Contract between Okaloosa County Education Association and School Board for specific year.