

Title: **CHOIR DIRECTOR**

Department: Performing Arts Department-Middle and Upper School Choirs

Location: St. Louis

Organizational Relationships: Reports to each Division Head

Summary: Teaches a wide range of ages and levels in a choral music program, instilling an appreciation of music and the students' unique musical talents. Nine-month teaching position.

Subject-Related Expectations:

- Directs choral classroom rehearsals at both levels
- Selects appropriate and varied repertoire to fit the vocal needs and abilities of the students, engage their interest, and deepen their understanding of and connection to the world around them
- Assists students in selecting and preparing literature for solo/ensemble contests and honor choir auditions
- Conducts rehearsals and performances as needed for all established programs (US Family Weekend, US Christmas, LS/MS Christmas, Bistro (Valentine's pops/jazz concert), spring choir concert, Cum Laude, 8th Grade Celebration, Arts in Revue, & US Graduation)
- Provides vocal direction for spring musical production
- Coordinates instructional methods with other music program faculty, where appropriate
- Handles paperwork and administrative details as needed including accounting, record keeping, emails, copying, and filing.
- Oversees maintenance of uniforms and equipment including purchasing as necessary, assigning, labeling, inventorying, and keeping organized and in good repair
- Oversees maintenance of music scores, including ordering, numbering, filing in student boxes, and collecting and inventorying music after performances
- Incorporates technology into the program

Work-Related Expectations:

- Establishes and maintains effective relationships with students, faculty, staff, and community.
- Establishes and maintains a classroom culture focused on student engagement and maintaining high standards of student behavior to create an environment of respect and rapport.
- Learns and implements strategies to develop 21st Century skills in students; places intentional emphasis on student engagement and transfer of learning.
- Evaluates students' academic and social growth, keeps appropriate records, prepares progress reports, and takes prompt action to address academic or behavioral needs that arise.
- Uses the Understanding by Design framework to develop and revise lesson plans and instructional material and provides differentiated instruction to adapt the curriculum to the needs of each student.
- Attends weekly school-led professional development sessions and regular field-specific professional development workshops and conferences.

To perform this job successfully, an individual should demonstrate the following competencies:

- Collaborates regularly and communicates effectively with colleagues; able to work independently and effectively organize and prioritize work
- Uses technology to engage students and enhance instruction
- Demonstrates initiative and follow-through on professional expectations including self-reflection and evaluation, maintenance of accurate records, and communication with families; must be able to maintain strict confidentiality
- Communicates clearly through both speaking and writing

Minimum Qualifications:

- Active (or pending) membership in The First Church of Christ, Scientist, and/or in a Journal-listed branch church or society of The First Church of Christ, Scientist
- Christian Science class instruction preferred but not required
- Experience directing large and small ensembles as well as soloists
- Ability to teach a wide variety of musical styles
- Experience teaching voice, preferably at the middle and high school level
- Strong vocal technique and keyboard skills
- Kodaly certification a plus
- Ability to work well with students

Note: This description includes most but not necessarily all of the activities and responsibilities currently assigned to this position.

Prepared by:

Approved by:

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Performing Arts Department

Christen Alford
Upper School Principal