



## JOB DESCRIPTION

<b>Job Title</b>	Show Choir Assistant
<b>Department</b>	Increments
<b>Reports To</b>	Building Principal
<b>Classification</b>	
<b>Location</b>	
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Show Choir Assistant works under the direction of the Vocal Music Teacher with the management of the school show choir program. The Show Choir Assistant is involved in the music selection, choreography, and instruction as well directing evening and weekend rehearsals.

## Essential Job Functions

- Conducts evening and weekend rehearsals
- Prepares for music festivals and contests
- Travels to competitions
- Takes care of equipment, i.e., costumes, props, etc.
- Coordinates and makes arrangements for show choirs participation in events.

## Ancillary Job Functions

- Builds relationships with students, parents, colleagues, and community members.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Experience with show choir
- Experience with dance and choreography.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Experience leading or directing a show choir.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge and understanding of show choir industry
- Excellent communication skills and ability to interact effectively.
- Ability to work nights and weekends as needed for practices and competitions.
- Ability to work with students and families of diverse backgrounds.
- Ability to work with and motivate students.
- Able to teach large groups, small groups, and individual students.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal classroom environment.

**Physical Requirements** – The physical demands described below 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 essential functions.

- Regularly required to talk and hear.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Must be able to grasp, push, reach, and stoop/kneel/crouch.
- Must have clarity of vision, three dimensional vision, and precise hand-eye coordination.