



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

Page 1 of 2

ACTIVITY: Director of Choral Music

SCHOOL: Middle School

PURPOSE: This activity augments classroom instruction in vocal music and provides an opportunity for students to perform for an audience. It should also be a feeding activity for the high school vocal music program.

ACTIVITIES:

1. Organizes, directs, and is responsible for a choral extra-curricular program at the Middle school.
2. Plans an appropriate program for students at this age level to be performed at two annual concerts, Grandparents Day, and the Middle School Promotion exercise. At times these concerts may be combined with the instrumental program.
3. Makes all arrangements for concerts by notifying the building principal and adhering to all school policies regarding the use of the building.
4. Oversees the students' activities while they are in the building for rehearsals and concerts.
5. Makes all arrangements for accompanists when needed and coordinates programs with the instrumental director occasionally.
6. Encourages and promotes vocal music and participation in the high school program. Trains students for participation in the South Jersey Vocal Music Program when students wish to audition and are accepted.
7. Is responsible for turning in all financial information on a timely basis and must "close" the club's books prior to the end of the school year in order to receive final stipend payment.

FUNDING: Funds are provided in the Middle School's music budget.

DURATION: September - June
Students rehearse prior to beginning their school day. Both concerts are given in the evenings. The director must be present at all times when students are in the building.



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

Page 2 of 2

STIPEND: Based on Schedule B of the Working Agreement.

BOE Approved Date:

BOE Review Date: