

## **Killeen Independent School District Job Description**

**Job Title:** Teacher Assistant Choir High School  
**Reports To:** Principal and Director for Fine Arts  
**FLSA Status:** Exempt

### **SUMMARY**

Supports the vision and goals for the Fine Arts program; produces outstanding performing groups; develops individual musicianship with all students; promotes an appreciation for the best in all areas of music; and teaches the value of individual and team effort in reaching a common goal.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Directs high school choral ensembles as assigned.

Works with the head director to organize and plan performances of all choirs and vocal groups for the school and community as requested by campus Principal and the Director for Fine Arts.

Assists with the development of goals and implementation of instructional practices for the continuous improvement of the choral program.

Prepares and participates in all UIL contest and functions.

Assists in the enforcement of academic requirements for performance and verification of each student's eligibility to participate as directed.

Assists in the arrangement of transportation, lodging, and meals as needed for events and ensures adequate supervision of students.

Assists students and the region TMEA officials in the preparation and implementation of All-Region, Area, and All-State auditions and choir clinics.

Assists the TMEA region officials by judging at All-Region middle school and high school choir auditions.

Assists in the preparation and implementation of district-wide musical events such as Pre-UIL, Solo and Ensemble contests, Elementary Choral Festival, and middle school choir concerts.

Assists with the recruitment of choral directors.

Supports and actively encourages student involvement in the music program.

Assists with booster club activities as needed.

Provides the care, protection and maintenance of school property, choir uniforms and equipment.

Maintains an accurate inventory and check-out record of school uniforms, sheet music and other equipment.

Attends and participates in region and state meetings of professional organizations (i.e. TMEA).

Assists with quality management and discipline in the organization and classroom.

Assists and cooperates with other choir directors to improve choir programs in the school district.

Assists with the instructional support at feeder middle schools and other middle schools within the district.

Establishes and maintains open communication and professional relationships with colleagues, students, parents, and community members.

Assists in the coordination of fundraising activities and helps manage funds as directed by the campus principal.

Assists and cooperates with the Director for Fine Arts in the preparation and implementation of new and existing programs.

Performs other duties as assigned.

### **REMOTE INSTRUCTION ONLY**

Provides students with appropriate distance or virtual instruction in the academic subject area assigned to help students fulfill their potential for intellectual, emotional, physical, and social growth.

Develops and implements lesson plans and activities through distance or virtual learning to fulfill the requirements of district's curriculum program and show written evidence of preparation, as required. Prepare lessons instructional formats that accommodate differences in individual students.

Plans and uses appropriate instructional strategies, activities, and resources for distance or virtual learning that reflect understanding of the learning styles and needs of assigned students according to guidelines established by Texas Education Agency, board policies, and administrative regulations.

Be available by phone, email, or video conferencing between the hours established by the campus and departmental leadership to confer with district personnel, students, and/or parents. The rest of the workday is committed to planning, preparing, implementing, and evaluating lessons and activities.

Communicates with students or parents in accordance with the frequencies and mediums established by campus and departmental leadership; e.g. Communicates one time per week with each parent by phone or video conference, communicates three times per week with each student via email, website, or phone or video conference.

Provides ongoing feedback of student achievement through formal and informal methods.

Be a positive role model for students and support the goals for the campus and school district.

Creates a virtual classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree required. Prior choir experience at the 5-A or 4-A level, preferred.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Texas music teaching certificate.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or educational regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from students, administration, staff, parents, and the general public.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and carry (15-44 pounds); may lift and move equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee is occasionally required to travel to multiple campuses, as assigned and is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Employee may also be required to occasionally travel out-of-district for school functions and/or activities.

**REMOTE WORK ENVIRONMENT ONLY**

**Tools/Equipment Used:** Personal computer (PC), phone system, video/instructional equipment, and peripherals

**Posture:** Prolonged sitting

**Motion:** Repetitive computer work frequent use of hands and wrists

**Environment:** Work inside from home or location other than school building

**Mental Demands:** Maintain emotional control under stress; work prolonged or irregular hours

**Revised Date:** May 12, 2020

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