



Job Description

Position Title: Vocal Director - Grades 6-12

Purpose of Position

The Vocal Director is responsible for fulfilling the mission of Des Moines Christian School by equipping minds through engaging, innovative instruction and nurturing hearts by mentoring young people as spiritual leader and role model. This position is responsible for the overall implementation of the vocal music program for grades six through twelve. The Vocal Director is responsible for maintaining education standards outlined by the State of Iowa and supporting the DMCS core values.

Position:

- Full-time
- School Year
- Salaried, contracted employee
- Fulltime Benefit Eligible / School Year

Reports To: High School Principal

Evaluated By: High School Principal

Direct Reports: None

Salary Scale/Grade: Teacher

Qualifications:

- Applicable Iowa License.
- Ability to obtain or currently holds ACSI Certification.
- Minimum of a BS/BA.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in a Biblical Worldview.

Professional Profile:

- Committed to the mission of DMCS.
- Demonstrates technology skills appropriate for the grade level and subject areas.
- Characterized by integrity.
- Maintains confidentiality.
- Models Christ-like behavior in word and behavior both in and out of the classroom.
- Demonstrates consistent spiritual leadership.
- Demonstrates excellence in communication.

Responsibilities:

Vocal Performance & Competition Responsibilities:

- Teaches vocal music ensembles, which includes Victory Chamber Choir, Concert Choir, Freshman Choir, 7th/8th Choir and 6th grade Choir.
- Extra-curricular and co-curricular responsibilities include: Music direction of school musicals (every other year), singing Valentines, preparation and participation in various contests such as All State, district / state solo ensemble festivals, and state large ensemble festival.

Vocal Performance & Competition Responsibilities (continued):

- Prepares students and required documents for district and state auditions and competitions.
- Establishes performance requirements, enforces academic requirements, and verifies each student's eligibility to participate in choir.
- Organizes and implements vocal music trips in accordance with district policy and regulations as well as student interest and ability. Arranges transportation, lodging, and meals for out-of-town events.
- Complies with Iowa High School Music Association (IHSMA) policies.
- Organizes and conducts auditions for Victory Chamber Choir; assists Show Choir Director with Show Choir auditions.
- Collaborates with instrumental music director to plan, rehearse, and direct musical experiences for the school and community with a minimum of two evening performances per department per school year (Christmas and spring).
- Cooperates with the school administration in providing music programs for school productions and, as appropriate, civic functions that enhance students' performing experience.
- Collaborates with administration to schedule rehearsals and concerts in cooperation with other extra-curricular and co-curricular directors and coaches.

Vocal Director Administrative Responsibilities:

- Maintains an accurate inventory of equipment, robes, dresses, etc. Controls the storage and use of school-owned equipment and materials; makes minor adjustments and requests for repair as required.
- Submits budget needs annually to the principal in accordance with established timelines and guidelines.
- Orders all supplies and materials necessary for music related activities in accordance with established district procedures and budget allocations.

Responsibilities for all Instructional Positions:

- Demonstrates ability to enhance academic performance, support for, and implementation of DMCS student achievement goals.
 - Accepts and demonstrates responsibility for creating a classroom culture that supports the learning of every student.
 - Creates an environment of mutual respect, rapport, and fairness.
 - Communicates with students, families, colleagues, and communities effectively and accurately.
- Demonstrates competence in content knowledge appropriate to the teaching position.
- Demonstrates competence in planning and preparing for instruction.
- Uses strategies to deliver instruction that meets the multiple learning needs of students.
- Uses a variety of methods to monitor student learning.
- Demonstrates competence in classroom management.
 - Creates a learning community that encourages positive social interaction, active engagement, and self-regulation for every student.
 - Develops and implements classroom procedures and routines that support high expectations for learning.
 - Uses instructional time effectively to maximize student achievement.

Responsibilities for all Instructional Positions (continued):

- Engages in professional growth.
- Fulfills professional responsibilities established by the school.
 - Adheres to board policies, school procedures, and contractual obligations.
 - Demonstrates professional and ethical conduct as defined by the state law and individual district policy.
 - Contributes to efforts to achieve school wide and department specific goals.
 - Demonstrates an understanding of and respect for all learners and staff.
 - Collaborates with students, families, colleagues, and communities to enhance student learning.
- Demonstrates consistent spiritual leadership in the classroom and school through Biblically-directed, Christ-centered education.
 - Integrates Biblical truth into all classroom learning and small group instruction.
 - Serves as a role model in speech, actions, and attitude; a consistent daily walk with Jesus Christ.
 - Facilitates a student small group.
 - Sets an example of the importance of prayer, Scripture memorization and study, witnessing, unity in Christian fellowship, and staff devotions.
 - Uses discipline measures and counsel that are based on Scripture, the DMCS student handbook and the DMCS employee handbook.
- Partners with parents through effective, consistent communication including but not limited to: emails, weekly lesson plans, and updated grade book.
- Serves others by enhancing the community at DMCS through active participation in school events and performing department tasks, willingly.
- Strives for excellence through the following:
 - Setting and achieving annual performance goals.
 - Attending staff meetings.
 - Fulfilling assigned duties, and completing professional requirements in a timely manner.
- All other duties as assigned by the Principal.

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