



# Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

## Job Description

Page 1 of 2

**ACTIVITY:** Director of Choral Activities

**SCHOOL:** High School

**PURPOSE:** The director sponsors a vocal music program that augments classroom instruction and offers opportunities for students to participate in small ensembles and local and state vocal music organizations.

**ACTIVITIES:**

1. Organizes, coordinates, and directs choral activities in the high school. This may include a chorus and choir as well as special groups such as a choral, barbershop quartet, and madrigal ensemble.
2. Plans concerts for the public during the school year. Appears before community groups when appropriate occasions and invitations are extended.
3. Rehearses and makes all necessary arrangements for concerts through the building principal. Adheres to all school policies regarding the use of the building. Makes arrangements for travel when necessary for concerts.
4. Supervises students when in the building for rehearsals and concerts. Instructs chaperones of their duties during performances.
5. Trains and makes arrangements for students to audition for South Jersey Concerts and the All-State Chorus. If students are accepted into any of these local and state organizations, continues to prepare them accordingly.
6. Maintains membership in the Music Educators' Association so that students may participate in local and state vocal music organizations.
7. Meets professional obligation of the Music Educators' Association so that the district may send students to local and state vocal music organizations.
8. Encourages and promotes vocal music participation as an activity and lifetime hobby in music organizations in and outside of school.
9. 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.



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Page 2 of 2

**FUNDING:** Music and basic materials for the Choral Music program is paid for from the music budget in the high school. Other expenses for transportation and trips to performances during the year are covered through fund raising projects. Approximately \$2,000 needs to be raised annually. With the exception of the May Mule Festival with local high schools, all concerts are free to the public.

**DURATION:** September - June

The director works with the various organizations within the choral music program all during the year both during the school day and in the evening when small groups usually hold rehearsals. Prior to concerts, rehearsals may be scheduled after school and on weekends. Performances usually occur in the evening although community organizations may have guest performances during the afternoon. The size and abilities of the members of the choral music program greatly determines the amount of time the director must spend with the activity. In order to send students to local and state sponsored music programs, the director is obliged to attend auditions or hold rehearsals for the larger organizations. This responsibility is determined by the South Jersey and All-State Music organizations.

**STIPEND:** Based on Schedule B of the Working Agreement.

BOE Approved Date:  
BOE Review Date: