



## Port Allegany School District

**Job Title:** High School Choral Teacher & Director of Show Choir / Vocal Director for Dramatics

**Reports To:** Building Principal

---

### **Job Summary**

Designs, implements, and evaluates a comprehensive vocal music program for grades 7–12, including traditional choral ensembles, a competitive show choir, and musical theatre vocal instruction. Serves as Director of the Show Choir and Vocal Director for all school dramatics productions, ensuring high-quality performance and artistic growth.

---

### **Essential Duties and Responsibilities**

#### **Choral Program**

- Develop and teach daily vocal music curricula aligned with state standards (e.g., PA Core Arts Standards).
- Conduct two or more concert choirs (e.g., Concert Choir, Chamber Choir, Winter Songs), planning semester and year-end performances.
- Select repertoire that balances classical, contemporary, and curricular requirements.
- Assess student progress through a variety of formative and summative measures (sight-reading, auditions, performance juries).

#### **Show Choir Direction**

- Recruit, audition, and select students for the Show Choir ensemble.
- Choreograph and stage a competitive-level show choir program, coordinating music, movement, costumes, and lighting in collaboration with the dance/choreography coach.
- Schedule and supervise rehearsals, sectionals, and vocal coaching sessions.
- Arrange for participation in regional and state show choir festivals and competitions.

#### **Vocal Director for Dramatics**

- Partner with the Theatre Department to prepare vocal aspects of all musical theatre and play productions.
- Teach vocal techniques, warm-ups, character singing styles, and ensemble harmony for cast members.
- Assist the Stage Director in blocking and staging of musical numbers.
- Coordinate with technical staff on sound design, microphone placement, and live or pre-recorded accompaniment.

#### **Program Leadership & Collaboration**

- Collaborate with band, orchestra, and theatre directors to create joint performance opportunities (e.g., musicals, seasonal concerts).
- Serve on department and school-wide committees (arts curriculum, budget planning, community outreach).
- Manage program budget, including purchasing music licenses, securing accompanists, costumes, and travel arrangements.



## Port Allegany School District

- Maintain and inventory all choral music library, audio/video equipment, and performance attire.

### **Student & Community Engagement**

- Foster a positive, inclusive environment that promotes student confidence, teamwork, and artistic excellence.
- Communicate regularly with students, parents, and administration regarding rehearsals, performances, and expectations.
- Organize and direct community performances (e.g., festivals, nursing homes, civic events).
- Facilitate student participation in honor choirs, all-state ensembles, and summer music programs.

---

## **Qualifications**

### **Education & Certification**

- Bachelor's degree in Music Education or equivalent; Master's preferred.
- Valid state teaching certification in Vocal Music / Choral Education.

### **Experience**

- Preferred experience teaching high school choral music.
- Demonstrated success directing show choirs and musical theatre vocals, preferred.
- Experience with competitive ensemble participation (festivals, adjudications), preferred.

### **Knowledge & Skills**

- Proficiency in choral conducting techniques and rehearsal strategies.
- Strong vocal pedagogy, sight-reading, and score preparation skills.
- Familiarity with music notation software (e.g., Finale, Sibelius) and audio editing tools.
- Excellent organizational, budget-management, and interpersonal communication abilities.

---

## **Working Conditions**

- Typical school-building environment; noise levels vary from quiet rehearsal spaces to loud performance venues.
- Frequent after-school and evening commitments for rehearsals and performances.
- Occasional local travel for competitions and community events.

---

## **Physical Requirements**

- Ability to stand and conduct for extended periods (up to two hours).
- Occasional lifting of music stands, sound equipment, and set pieces (up to 30 lbs).



## Port Allegany School District

- Sufficient vocal stamina to model exercises and demonstrate techniques.
- 

### **Professional Responsibilities**

- Adhere to all school policies, ethical guidelines, and legal requirements related to teaching, student safety, and equity in the classroom.
- Cultivate an inclusive learning environment that respects diversity, and ensure that all students, regardless of ability or background, have equal access to music education.
- Serve as a positive role model for students, demonstrating professionalism, empathy, and respect in all interactions.

The day-to-day duties of an elementary music teacher and choral director require strong organizational skills, creativity, and the ability to inspire students through dynamic and engaging music education. This list is not inclusive and the PASD secondary music teacher is expected to complete all other duties, as assigned.

---

### **Employment Standards**

- Ability to establish and maintain effective and positive work relationships with those contacted in the performance of required duties.
- Ability to obtain and sustain all required clearances.
- Ability to maintain all professional certifications; such as regular required training.
- Ability to maintain confidentiality of student records and anecdotal information.
- Ability to communicate effectively to be a part of a solution-focused mindset.

The teacher should be a positive team player, actively collaborating with colleagues and administration to foster a supportive and successful school environment. They will work closely with school leadership to align music education with the broader goals of the school, contributing to a culture of teamwork, respect, and shared success.

---