



Respectful, Responsible, Safe & Prepared

POSITION DESCRIPTION

High School Musical Vocal Director

ORGANIZATIONAL RELATIONSHIPS

The Musical Vocal Director works under the direction of the Musical Director/Producer to create a positive musical production experience for our students and community. Through their direction, the vocal performance of the musical will entertain, educate, and comply with district expectations and policies.

PERFORMANCE RESPONSIBILITIES

1. Collaborate with Musical and Drama Directors to:
 - a. Select a show, in collaboration with band director
 - b. Audition cast
 - c. Develop rehearsal schedule
 - d. Handle purchases & money collection following SDW procedures
 - e. Distribute information to cast and parents/guardians
2. Assign & Teach all vocals to cast members
 - a. Main focus of class time for Concert Choir Quarter 1
 - b. Outside of school rehearsals
 - c. Lessons with leads as needed
 - d. Appropriately conduct all classroom aspects (planning, grading, reporting, etc.) of teaching the vocals
3. Run House & Commons for performances
 - a. Ushers & Coat Check
 - b. Intermission Concessions
 - c. Assist MD/P with set up in commons
4. Coordinate with parents to organize Cast Party
5. In addition the candidate should
 - a. Have effective communication, public relations, and interpersonal skills.
 - b. Have a commitment to teamwork.
 - c. Be highly organized and ability to react well under pressure
 - d. Ensure the safety of performers and crew by adhering to proper stage safety protocols and general school rules and regulations.
 - e. Consistently follow District established facility use procedures.
6. Adheres to district policies.

QUALIFICATIONS

1. Preferred:
 - a. Previous musical vocal direction experience.
 - b. A teaching license validated by the Wisconsin Department of Public Instruction.

* Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
2. Required:
 - a. Ability to pass district hiring protocols
 - b. High school diploma or equivalent

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

1. Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
2. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.
3. The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT

1. This position is considered part time.
2. The Musical Vocal Director will report to the Musical Director and District Co-Curricular Activities Director.
3. Compensation will be based on the district's extra curricular chart.

CREATED: 05.10.2022

REVISED:

The School District of Waupaca does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The Superintendent of Schools is the compliance officer. Please call 715.258.4500 with questions or concerns.