

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Adopted: 3/25/2002

Revised: 3/26/2012

**Colquitt County School System**  
**Job Description and Evaluation Instrument**

Site: Colquitt County High School

Position Title: Choral Music Director

Reports To: Principal

**Primary Function:**

Provides appropriate instruction in a safe and orderly environment conducive to learning; provides faculty leadership and support to administration for the school curriculum and instructional process; and coordinates the choral music programs for the system.

**Requirements:**

- Educational Level: Bachelors Degree.
- Certification/Licensing: Valid GA Teacher’s Certificate
- Proficiency Skills: Written and oral communication skills, student management, supervisory and leadership skills. Ability to employ a variety of instructional strategies that connect the curriculum to the learners. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.
- Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties.

**Essential Duties:** When used as an evaluation instrument the evaluator is to mark each item by circling S for tasks in which the employee meets or exceeds expectations and NI for tasks in which the employee has not met expectations. The primary reason for this evaluation is to promote growth of the employee necessary to fulfill these expectations.

**GENERAL**

1. Demonstrates appropriate verbal and written communication skills.
2. Performs routine duties and tasks with little or no direct supervision.
3. Participates in extracurricular activities and/or serves on designated committees.
4. Demonstrates loyalty to the school, school system and administrators.
5. Performs other duties as assigned by the principal.

SCORE	
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI
S	NI

**PROVIDES APPROPRIATE INSTRUCTION**

6. Provides instruction at an appropriate instructional level with content development and building for transfer for students assigned to the teacher.
7. Utilizes a variety of teaching strategies and resources appropriate for students assigned to the teacher.
8. Assesses and encourages student progress by promoting engagement, monitoring student progress, responding to adequate and inadequate performances and showing support of students in an appropriate manner.
9. Manages the learning environment by using time efficiently, maintaining an effective physical setting for instruction and maintaining appropriate student behavior in the classroom.
10. Provides adequate information, plans, and materials for substitutes.

**PROFESSIONAL GROWTH**

11. Participates in professional organizations and staff development activities.
12. Shares information with others and applies what is learned to the classroom.
13. Accepts new challenges in a professional manner.

**INTERPERSONAL SKILLS**

14. Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications; works effectively colleagues and exhibits the fundamentals of good public/customer service.
15. Enhances the climate of the building and the morale of colleagues.
16. Accepts constructive criticism and follows up on administrative actions for improving performance.

**PROMPTNESS AND DEPENDABILITY**

17. Maintains a pattern of prompt and regular attendance. Number of annual absences to date:

	SCORE	
18. Completes reports, documentation, duties and other assignments in a prompt and professional manner.	S	NI
19. Exhibits time on task and a flexible, cooperative, progressive and hard working attitude and style.	S	NI
<b>ADHERENCE TO POLICIES AND PROCEDURES</b>		
20. Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.	S	NI
21. Adheres to the chain of command.	S	NI
22. Adheres to Cultural Diversity Guidelines.	S	NI
23. Maintains confidentiality of sensitive information and material.	S	NI
24. Maintains a professional appearance as appropriate for job responsibilities.	S	NI
25. Assures security and accountability for classroom equipment and supplies.	S	NI
<b>PERSONAL CONDUCT IN PERFORMANCE OF DUTIES</b>		
26. Acts in a professional manner and maintains a professional attitude, following school and system policies in regard to students and records, when interacting with the public.	S	NI
27. Acts in a professional manner and assumes responsibility for the total school program, the safety of students and good operating order.	S	NI
28. Shows initiative and assumes responsibility for all aspects of job responsibilities.	S	NI
<b>INTEGRATION OF TECHNOLOGY</b>		
29. Demonstrates knowledge and proficiency in the use of internet and email as applicable to job responsibilities.	S	NI
30. Demonstrates knowledge and proficiency in the use of other computer applications as applicable to job responsibilities.	S	NI
31. Incorporates the use of technology into instruction in an appropriate manner.	S	NI
<b>CHORAL MUSIC DIRECTOR</b>		
32. Provides opportunities for and supports student involvement in the promotion of school spirit.	S	NI
33. Assists with the development of a procedural manual.	S	NI
34. Maintains, inventories and stores departmental resources.	S	NI
35. Helps coordinate Tempo Club activities and acts as a liaison between Tempo and administration.	S	NI
36. Works cooperatively with system personnel to increase participation in and improve the choral music program.	S	NI
37. Assists with developing and promoting a competition/performance schedule.	S	NI
38. Assists with scheduling and supervising practices and field trips as appropriate.	S	NI
39. Assists with preparing and supervising students for competition.	S	NI
40. Assists with preparing and supervising students for performances.	S	NI
41. Oversees the maintenance and security of equipment.	S	NI
42. Assists with the selection and purchase of equipment, teaching aids and materials.	S	NI

Overall Evaluation Score:       Satisfactory                       Unsatisfactory

**SIGNATURES:** *Employee's signature only acknowledges receipt of the completed evaluation, not necessarily concurrence with its content. Written comments and/or explanations may be attached, if desired, by the employee or evaluator. Please initial if comments are attached.*

Employee: \_\_\_\_\_ Date: \_\_\_\_\_ Comments Attached: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_ Comments Attached: \_\_\_\_\_