

CHORAL ASSISTANT, MUSIC DEPARTMENT, ATHENS

GENERAL STATEMENT:

Accompany vocal ensembles and student recitals. Take over ensemble rehearsals when conductor is out recruiting. Provide instructional support as needed for the department.

REPORTS TO:

Choral Director/Appropriate Division Chairperson

OCCUPATIONAL GROUP:

Paraprofessional

FLSA:

Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree with minimum of eighteen (18) graduate hours in music.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

College teaching experience preferred. Conducting skills and experience conducting at the college level preferred. Experience with musical theatre preferred. Thorough knowledge of vocal pedagogy and appropriate literature and various voice types.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Provide instruction in accordance with approved course syllabi and minimum competencies.
- Arrive on time for classes or notify the choral director or division chairperson as early as possible of an inability to meet a class.
- Submit all required student grade reports to the registrar's office on schedule.
- Meet with students on campus during regular working hours.
- Maintain accurate attendance records for all students.
- Attend all departmental functions required by the choral director.
- Keep the administration informed regarding matters affecting the welfare of students, faculty, and the institution.
- Assist Choral Director in the timely submission of reports and assessments.
- Assist with counseling and registration of students.
- Other duties as assigned by appropriate supervisory personnel.

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PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Division Chairperson' Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 09/24/09

Revised:

JD432