

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

High School Performing Vocal Ensemble

Supervisor: Building Administrator

FLSA Status: Exempt

Employee Group: Differential

Qualifications:

1. Valid Illinois Teaching Certificate or relevant work experience
2. Previous experience organizing and directing musical performances

Terms of Employment:

- Differential
- Year to Year Contract

Duties and Responsibilities:

1. Organize and schedule auditions both vocal and dance.
2. Arrange for choreographer for Spring Show.
3. Coordinate staging and props for Spring Show.
4. Select music for Holiday performances and for Spring Show.
5. Organize and schedule regular rehearsals outside school day.
6. Coordinate performance attire and costumes.
7. Organize and schedule community performances (15-25 Semester I; 6-12 Semester II).
8. Facilitate all aspects of the Spring Show.
9. Keep current with best practices and requirements as they relate to your job assignment
10. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.
11. Represent the Harlem Consolidated School District in a professional manner.
12. Utilize an appropriate range of instructional strategies and curriculum resources encompassing all forms of diversity while promoting equity and inclusion.