



JUPITER CHRISTIAN
SCHOOL

Jupiter Christian School

Choir Director

Job Description

Founded in 1963, Jupiter Christian School is committed to excellence in teaching the mind, reaching the heart, and inspiring servant leaders to impact the world for Jesus Christ. Jupiter Christian School distinctively educates students in a Nurturing Community to Excel in life and Engage the world.

Job Summary: The Jupiter Christian School Teacher must be a spiritually sensitive individual who understands the mission and philosophy of Jupiter Christian School and is committed to help see it become a reality in the lives of our students by manifesting, by precept and example, the highest Christian virtue and personal decorum, serving as a Christian role model (I Timothy 4:12) both in and out of school (Luke 6:40), and as an example to parents and fellow employees in judgement, dignity, respect, and Christian living according to the Conditions of Employment outlined in the JCS faculty contract. The teacher must be a born again Christian with spiritual maturity in academic and leadership abilities that will enable him/her to teach God's truth. The ability to communicate well with various types of people, handle confidential information appropriately, maintain a courteous, professional, and respectful attitude and integrity in all situations are pre-requisites.

I. General Description of Duties and Responsibilities

- a. Provide leadership and oversight for the choral program including recruiting, retention, rehearsals, and performances. The Choir Director will seek to build a strong musical tradition.
- b. Serve as a spiritual leader and role model to students, parents, faculty, and staff while demonstrating the fruits of a Spirit-controlled life found in Galatians.

II. Essential Job Requirements

- a. Serve as a spiritual leader and role model to students, parents, faculty, and staff while demonstrating the fruits of a Spirit-controlled life found in Galatians
- b. Build a cohesive choral program that focuses on fundamental singing skills and musicianship and provide performance opportunities.
- c. Specifically responsible to direct the following grades:
 - i. 5th Grade Choir
 - ii. 6th Grade Choir
 - iii. 5th and 6th grade general music
- d. Establish a strong relationship with the drama department for the benefit of joint performances such as musical theatre productions is preferred.
- e. Provide weekly lesson plans with clear objectives and rehearsal strategies.
- f. Apply a variety of instructional techniques and musical repertoire appropriate for the ages and skill level of students
- g. Include Biblical integration in lesson plans
- h. Supervise budgeting, purchasing, and fundraising activities

- i. Provide performance opportunities within our school and community
- j. Select appropriate music for performances
- k. Evaluate student performance and growth in knowledge and understanding while preparing regular progress reports and grades.
- l. Attend staff development meetings, curriculum development planning and other professional activities.
- m. Possess excellent interpersonal skills
- n. Demonstrate the ability to maintain a high level of confidentiality
- o. Be comfortable in a multi-tasking environment

III. Qualifications

- a. Spiritual
 - i. Must have a clear testimony of personal faith in Jesus Christ as Savior
 - ii. Must be able to demonstrate active membership and involvement in an evangelical local church
- b. Education
 - i. Required: Bachelor's degree in music education and a valid Florida teaching certificate or an ability to convert a certificate from another state
 - ii. Preferred: Master's degree in music education and experience leading both band and choir programs
- c. Required Skills
 - i. Must have choral involvement and experience leading choral groups
 - ii. Must be a skilled musician with proficiency in singing
 - iii. Must have the ability to play the piano as an accompaniment tool for choir practice and rehearsals
 - iv. Must have strong conducting skills
 - v. Must have strong excellent communication skills both written and verbal.
 - vi. Must be highly organized
 - vii. Must have the ability to organize and implement daily lesson plans, performance programs and cast long term vision planning.
 - viii. Must have the knowledge and proficiency with music writing software
 - ix. Knowledge and proficiency with music mixing, editing, basic sound equipment set up and technology integration is preferred.
 - x. The ability to play one or more instruments is preferred.
 - xi. Proficient in using a computer, fax and copy machine.

IV. Physical Requirements of the Position

- a. Must be able to see and hear well enough to operate a computer and office equipment and answer the telephone.
- b. Must have sufficient mobility and physical stamina to:
 - i. Walk around the school to visit various areas
 - ii. Drive for extended periods of time
 - iii. Sit for extended periods of time
- c. Must be able to lift and carry up to 25 pounds
- d. Must be able to speak intelligibly to audiences of varying number

V. Reporting Structure

- a. The Choir Director will report directly to the Upper School Principal

VI. Computer software

- a. Ability to produce complex documents in Microsoft Word
- b. Ability to design Microsoft Excel spreadsheets with simple calculations
- c. Ability to produce simple projects in Microsoft PowerPoint
- d. Ability to understand and use the campus information system