



FINE ARTS DIRECTOR AND CHORAL DIRECTOR JOB DESCRIPTION

Title:	Fine Arts Director (PK-12 th) and Choral Director (6 th –12 th)
Reports To / Evaluated by:	Building Principal(s)
Education:	Bachelor's degree required
Contracted By:	Superintendent
Supervises:	Students and Fine Arts Department Educators

Role Responsibilities:

- The Fine Arts Director and Choral Director play a leadership role in Phoenix Christian Preparatory School's strategic plan to enhance its preschool through 12th grade fine arts program.
- The Director will guide the enhancement of each of Phoenix Christian's fine arts programs including visual and performing arts in leadership and collaboration with program educators and strategic goals.
- The Director will lead and supervise (in partnership with the building principal) members of the Fine Arts Department.
- The Director will serve as the Fine Arts Department Chair.
- The Director will serve on the Education Committee, which meets monthly after the school day.
- The Director will serve on the General Administration Team which meets bi-weekly, during the day.
- The Director will be present and support fine arts presentations.

- The Director will build upon and establish strategic vision for the current choral programs which includes a 5th grade choir, 6th – 8th grade choir, and a 9th – 12th grade choir in leadership and collaboration with fine arts educators.
- The Director will take specific day-to-day course leadership of the Middle School and High School Choirs.
- The Director will work closely with teachers to provide a Christ-centered, assigned curricular standards and course mapping.
- The Director will serve in a year-round capacity.
- The Director must be an evangelical Christian committed to living a Biblical lifestyle. He/she is expected to demonstrate patience, humility, integrity, and kindness while performing his or her day to day duties. He/she must be devoted to prayerfully work with administration, faculty, students, and parents.

Section 1 - Required Personal Qualities

1. Is in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
2. Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
3. Meets everyday stress with emotional stability, objectivity, and optimism.
4. Respectfully submits and is loyal to constituted authority.
5. Notifies the administration of any policy he/she is unable to support.
6. Refuses to use or circulate confidential information inappropriately.
7. Appreciates and understands the diversity of the Phoenix Christian community.
8. Recognizes the need for good public relations. Represents the school in a favorable and professional manner to the school's constituency and the general public.
9. Develops and maintains rapport with students, parents, and staff by treating others with friendliness dignity, and consideration.
10. Follows the Matthew 18 principle in dealing with students, parents, staff, and administration.
11. Seeks the counsel of the supervisor/administrator, colleagues, and parents while maintaining a teachable attitude.
12. Uses acceptable English in written and oral communication.

Section 2 – Required Spiritual Development

1. Has received Jesus Christ as his/her personal Savior.

2. Believes that the Bible is God's Word and standard for faith and daily living.
3. Is a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct (Luke 6:40)
4. Regularly attends a local, evangelical church, which has a Statement of Faith in harmony with the Phoenix Christian Statement of Faith.
5. Shows by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
6. Reflects the purpose of the school, which is to honor Christ in every class and in every activity.
7. Motivates students to accept God's gift of salvation and help them grow in their faith.
8. Leads students to a realization of their worth in Christ.
9. Has the spiritual maturity, ability, and personal qualities to "train up a child in the way he should go."
10. Recognizes the role of parents as holding primary responsibility before God for their children's education and is prepared to assist them in that task.
11. Maintains a personal appearance that is a Christian role model of cleanliness, modesty, and good taste, and that is in agreement with any applicable school policy.

Section 3 – Curriculum and Instruction

1. As Choral Director, guide the enhancement of 5th Grade Choir, Middle School Choir, and High School Choir to participate in events such as Homecoming, Christmas programs, Easter programs, graduations, promotion ceremonies, and community outreach/engagement.
2. The Choral Director will embrace a variety of genre of musical expressions to inspire and introduce students to create a well-rounded understanding of the art of music.
3. Provide opportunities for students to experience community fine arts programs and events.
4. Promotes healthy Christ-centered culture promoting success in all fine arts programs including in collaboration with respective school principal.
5. Promotes strong collaboration between home and school.
6. Remains current in teaching methodology and course content information.
7. Integrates biblical principles and the Christian philosophy of education throughout program curriculum and activities.
8. Promotes polished and Christ-centered fine arts performance and presentation experiences in collaboration with sound and technology personnel.
9. Promotes and supports a clean, attractive, well-ordered fine arts program classrooms.
10. Plans a fine arts program of study which, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to embrace personal growth.
11. Utilizes valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.

12. Promotes and employs a variety of instructional aids (including technology), methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional-throughout all fine arts programs.
13. Support and promote fine arts educators effective assessment of the learning of students on a regular basis and provides progress reports as required.
14. Promotes and is personally prepared for classroom instruction both daily and long term.
15. Promotes and personally maintains regular and accurate attendance.
16. Promotes and personally records grades and enters the grades for student work within the time set by school policy.
17. Promotes and personally maintains current lesson information in the school computer system.
18. Promotes and personally maintains up to date course map and plan information in the school CurriculumTrak system.
19. Promotes and personally aligns units and lessons to appropriate standards adopted by the school.
20. Promotes and personally individualizes instruction as necessary or required to meet exceptional student needs.
21. Other duties as assigned by Principals.

Section 4 – Professional Conduct

1. Keeps teacher and the administration adequately informed of student concerns.
2. Cooperates with classroom and administration in implementing all policies, procedures, and directives governing the operation of the school and classroom.
3. Knows the procedures for dealing with an emergency issue and mandated reporting.
4. Informs the administration, in a timely manner, if unable to fulfill any duty assigned.
5. Utilizes educational opportunities and evaluation processes for professional growth.
6. Provides current transcript, certification, and endorsement information for the personnel file.
7. Performs other reasonable duties that may be assigned by the administration.