

JOB DESCRIPTION FOR NUTLEY HIGH SCHOOL VOCAL DIRECTOR

1. Direct the Choralettes, Octets, Musical Groupy and/or the Maroon and Gray Chorale in any prearranged extra curricular vocal concerts (performances) which have been cleared through the office of the high school principal.

These concerts will be arranged during the school day, after school hours, or evening hours with the permission of the high school principal and in joint consent with the high school vocal director.

2. The vocal director will assemble the vocal organization at a prearranged place (usually Room 100 - music room of the high school) before the performance.
3. The vocal director will arrange and/or provide the necessary transportation (bus, private car driven by parents, by licensed driver with parent's written consent, or other authorized licensed personnel) from the place of assembly to the place of performance and on return from the place of performance to the high school. In the case of evening performances, transportation should be provided from the place of performance to each individual member's home or to the high school so the students may arrange individual transportation to home.
4. After clearance, permission and joint consent of the office of the high school principal, the vocal director will make all necessary arrangements with a contact of the sponsoring group or activity including telephone calls, written correspondence, physical arrangements and/or transportation of choral risers at the place of performance, piano requirements, times, and any other arrangement necessary for a proper musical performance.
5. Any other duties designated by principal.