



Job Title: Upper School Choir Director

Status: Full-time position for the 2022-23 school year

M, T, Th, F from 7:30am-3:30pm and Wednesdays from 7:30am-4:00pm

Instructional Day: 8:00am-3:00pm

Prepared by/Date: JD Zubia / March 2022

Position Summary

PCA is seeking a Choir Director to teach middle and high school vocal music classes, and to develop a program that leads to students performing in a variety of activities including musical events, chapels, drama performances, and music festivals.

Primary Responsibilities

- Teach high school performance choir, middle school performance choir, and middle school music classes
- Organize and direct all annual scheduled performances to include Thanksgiving and Christmas programs, spring concert, Coffee House, and commencement
- Prepare both high school and middle school choirs for special performances such as for nursing home residents, church bible study groups, and grade-level events
- Manage audition process for Honors and All-State choirs
- Accompany students to SCISA music festival in spring.
- Work closely with MS Drama teacher by providing and supervising talent for spring musical
- Work closely with Band Director in organizing joint performances
- Work closely with production team during rehearsals and performances
- Assist with auditions and training for chapel worship team musicians

Qualifications and Requirements

- Must possess a Bachelor's degree or higher in Music Education from an accredited university and have a minimum of three years of experience in teaching choir to middle and/or high school students, preferably in a Christian School environment.
- Must have a credible profession of faith and testimony, and be actively involved in a local church, as this person will serve as a role model in attitude, speech, and actions for the school community. The ability to articulate his/her Christian worldview and philosophy of Kingdom education is critical.
- Knowledge of overall operation of vocal music program in a school setting
- Ability to implement policy and procedures for the fine arts department
- Strong communication, public relations, and interpersonal skills.
- Attend faculty meetings and devotions.
- Proficient with MS Office Suite and/or Google Workspace
- Familiarity or willingness to learn Blackbaud software for student management

Candidates must be in agreement with the PCA Statement of Beliefs which can be found [HERE](#) and must demonstrate a strong, personal relationship with Jesus Christ.

If you believe you are qualified, we invite you to [complete an online employment application](#).

Organizational Status

This position reports to the Upper School Principal.