

FORT SCOTT COMMUNITY COLLEGE
Position Description FA07.5

NAME: _____ **JOB TITLE:** Choir Director

DIVISION/DEPARTMENT: Communications, English, Fine Arts, Humanities

RESPONSIBLE TO: Vice President of Academic Affairs

MONTHS PER YEAR: 10 **HOURS PER WEEK:** Exempt **UPDATE:** 3-2025

CREDENTIALS:

- Master's degree in Music, Music Education or closely related field
- Three years of teaching experience in online and face to face modalities, preferably in a community college setting
- Excellent oral and written communication skills
- Demonstrated ability to work closely with others in a variety of different areas
- Understanding of and commitment to the mission of the community college and student success
- Strong leadership, organizational, and time management skills
- Strong self-motivation
- Ability and willingness to work flexible hours, including some weekends and evenings

JOB PURPOSE:

- Teaching courses and outcomes required by FSCC in accordance with regulatory agencies
- Support institutional advancement with program review and assessment to support student learning
- Recruit students
- Develop strong informative community relations, and act as ambassador for FSCC

DUTIES AND RESPONSIBILITIES:

- Teach a full load (12 semester hours) of courses
- Coordinate voice and choral activities for the music curriculum.
- Imperative to recruit and retain students for a robust vocal ensemble and instrumental program
- Review/revise music and/or related curriculum at FSCC as necessary, including participating in Kansas Core Outcomes Group
- Participate in all assessment and program review activities to support and continuously improve student learning
- Recommend/administer departmental budget and any other departmental duties, as assigned
- Attend meetings and conferences as required by the college
- Other duties as assigned

Salary range based on experience and credentials

Reviewed by Supervisor: _____
Signature

Date

All job descriptions are subject to revision based on changing needs of the college.