

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Professor of Music/Director of Show Choir	<b>FLSA status:</b>	Exempt
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<b>DEPARTMENT:</b>	Instruction	<b>REPORTS TO:</b>	Appropriate Department Chair
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**Position summary:** Under the general supervision and direction of the Division Dean of Academic Transfer, organize and teach courses in Music for general education students and the music major.

**Position responsibilities:**

- Provide quality instruction aimed at achieving the specific goals and objectives stated in the syllabi of the assigned courses.
- Teach courses that may include: Music Appreciation (Classical, Jazz or World Music), Music Theory, Choir, and Applied instruction.
- Responsible for recruitment, public relations, and performance preparation and production. Public presentations as planned with the assistance of the Dean and Chair of the Fine Arts department.
- Work in a cooperative manner with other faculty in developing a Fine Arts calendar and use college facilities.
- Maintain a comprehensive collegiate-level music program.
- Prepare for and perform at events on and off campus.
- Assist in the operation of the Department of Music as a whole.
- Responsible for the preparation of reports, budgets, audit information and other required data.
- Assist in the preparation, evaluation, assessment, and revision of courses and course materials as assigned as well as Institutional Effectiveness reports.
- Assist in the design, development, and evaluation of new courses, materials and programs.
- Assist in the marketing and promotion of the program by participating in special college sponsored events and by visiting local organizations and schools.
- Advise and assist students in achieving stated course objectives. Evaluate the progress of each student and notify students in need of counseling service and/or tutorial assistance.
- Prepare qualified students in the preparation for the Community College All-State Choir at TMEA.
- Maintains ongoing scholarly and professional activity through participation in choral conferences, workshops, and related professional engagements.
- Hosts annual choir camps and additional events designed to support recruitment and outreach efforts.
- Perform other necessary duties which assure the smooth functioning of the Division as assigned.
- Remain loyal to the College and its purpose.

**Minimum Position Requirements:**

- Master's degree in Music with at least 18 graduate hours in Music or related field required.
- Teaching experience at the college level preferred.
- Teaching experience with a learning management system preferred.
- Demonstrated experience teaching Music which may include but not limited to Music Appreciation, Music Theory, Choir, Applied Instruction.
- Demonstrated experience in organizing and leading show choir/dance performances.
- Demonstrated ability to work in a cooperative manner with students, faculty, staff, administrators, and community members.
- Demonstrated ability to work with a diverse population representing a wide range of abilities, ages, nationalities, and cultures.
- A minimum of two travel performances each academic year.
- Evening/Weekend performances may be required.

**Knowledge, Skills, and Abilities Required:**

- Must have a commitment to the philosophy of the college.
- Thorough knowledge of discipline with the ability to encourage students to use critical thinking and problem-solving skills.

- Knowledge of learning theory-motivational, perceptual, and emotional forces present in the learning process and the conditions which affect individual learning and change.
- Knowledge of theories of leadership-alternative techniques and styles for guiding, motivating, and directing individuals under various situational conditions to achieve effective performance.
- Knowledge of current development in related fields of specialization with the ability to keep current with new developments.
- Skills and ability to use current technology.
- Ability to contribute and present innovative ideas for new curricula and programs that combine traditional schedules with new demands from industry schedules.
- Ability to demonstrate consideration of others.
- Ability to manage time to evaluate each student's progress.
- Ability to deal effectively and fairly with a variety of individuals in a courteous manner.
- Ability to speak, read and write the English language effectively.
- Ability to clearly and effectively present ideas in discussion and oral presentations.
- Ability to meet deadlines for reports and other required paper work.
- Ability to present a positive and professional image when representing the college.
- Ability to safeguard confidential information from intentional or unintentional disclosure.
- Ability to perform all the essential functions of this job.

**Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/office work environment.
- Very limited physical effort required; however, the employee must occasionally lift and/or move up to 50 pounds.
- No or very limited exposure to physical risk.
- Some travel required.