

REPORTS TO:	Building Principal, Head Theatre Director, and Fine Arts Coordinator
CLASSIFICATION:	Certified or Classified dependent upon qualifications of the person holding this position
FLSA STATUS:	Exempt or Non-Exempt dependent upon qualifications of the person holding this position
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of extra-duty staff.

JOB SUMMARY

In accordance with district policies and procedures, the High School Assistant Theatre Director will assist in developing and implementing the theatre program for Waynesville High School. He/she will assist the High School Head Theatre Director with the production and/or direction of two to three main stage productions per year, which may include a reader's theatre and one-act plays.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Assists in designing and conducting recruitment/outreach programs to attract new theatre participants.
2. Assists with sponsorship of the high school drama club and chapter of the International Thespian Society, an honor society for theatre students.
3. Teaches acting principles and techniques to individuals and groups and conducts readings to evaluate student's talent.
4. Teaches enunciation, diction, voice development, and dialects, using voice exercises, speech drills, explanation, lectures, and improvisation.
5. Discusses and demonstrates vocal and body expression to teach acting styles, character development, and personality projection.
6. Assists in the production and direction of plays for school and public performances.
7. Assists with auditioning students to select cast and assign parts.
8. Rehearses and drills students to ensure they master parts.
9. Assists with assigning non-performing students to backstage production tasks, such as constructing, painting, and moving scenery; managing properties and costuming; operating stage lighting and sound equipment; and operating the stage counter-weight system.
10. Assists with selecting scripts for a play.
11. Sees that all royalties, rental fees, and other fees/bills associated with a production are paid and maintains an accurate record of all expenses and receipts.
12. Assists with proper organization and storage of stock theatrical units and school-owned equipment and material on the high school stage, in the auditorium, and in the theatre classroom.
13. Assists with organizing, planning, and directing the respective play including being responsible for:
 - a. All publicity and programs
 - b. Costume and properties rental and purchase
 - c. Lighting and sound design and application
 - d. Set design and construction
 - e. Securing ushers
 - f. Organizing and managing ticket sales
 - g. Developing a rehearsal schedule
 - h. Any other duty necessary for the success of a production.
14. Assists with maintaining performance requirements, enforces academic requirements, and verifies each student's eligibility to participate in theatre activities.

15. Assists with organizing and implementing theatre trips in accordance with district policy and regulations as well as student interest and ability.
16. Complies with federal and state laws, State Department of Education rules, MSHSAA rules, and Board of Education policies.
17. Ensures the safety of students by adhering to both stage safety while on stage and general school rules and regulations while on Waynesville School District premises and traveling.
18. Assists with ordering supplies and materials necessary for theatre-related activities in accordance with established district procedures and budget allocations.
19. Prepares lessons that reflect accommodations for individual student differences.
20. Plans and uses appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
21. Creates an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
22. Other duties as assigned by the principal or other administrative staff.

QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

SUPERVISORY RESPONSIBILITIES

Volunteers and students involved in assigned activities.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. Valid Missouri Teaching Certificate (preferred) or Missouri Substitute Teaching Certificate
2. Current district staff member (preferred)
3. Previous experience in Drama as participant and/or advisor or related position (preferred).
4. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
5. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Strong communication, public relation, and interpersonal skills.
2. Ability to write reports and correspondence consistent with the duties of this position.
3. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
4. Ability to read, analyze, and interpret information.
5. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
6. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret a variety of information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
7. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
8. Ability to work independently with minimum supervision.
9. Ability to use independent judgment and demonstrates initiative to act without being asked.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, crawl, or climb ladders. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The demands of an extended workday (rehearsals, events, etc.) require a high level of physical endurance.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. The work environment may vary from extremely cold to extremely hot depending on the activity and the season of the year. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature	Date	Supervisor's Signature	Date
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