

EMPLOYEE NAME: _____

Created 8/13 Revised: 6/18

JOB DESCRIPTION

POSITION TITLE: Teacher, Theatre	JOB CODE: 114
DIVISION: Leadership	SALARY SCHEDULE: Teacher
DEPARTMENT: Leadership	WORK DAYS: 188
REPORTS TO: Principal	PAY GRADE: CIT (4,5,6,7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: To provide instruction for students that enables them to learn and achieve to the maximum of their abilities.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree
2.	Certification/License Required: Valid Georgia Teaching Certificate
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; instructional strategies that connect the curriculum to the learners, student management

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Instructs students in theatre arts and ensures each student's progress with as much individualization as possible.
3.	Instructs students on acting principles and technique including enunciation, diction, voice development, dialects, improvisation, pantomime, acting styles, and character development.
4.	Provides a safe physical environment for students through observance of guidelines for technical theatre safety, and clear classroom space for movement.
5.	Produces and directs plays and productions as dictated by the instructional needs of the students and the valid expectations of the local school and community.
6.	Auditions students to select cast and to assign parts.
7.	Selects scripts for productions and has approved by an administrator.
8.	Manages budgets for productions and acquires permissions for all royalties, rental fees, required with a production.
9.	Oversees proper organization and storage of all equipment and set materials.
10.	Organizes all aspects of the production including: publicity, costumes, lighting and sound design, set design, securing ushers, ticket sales, and rehearsal schedule.
11.	Sponsors the Drama Club and/or Thespians.
12.	Establishes a positive classroom climate and effectively manages theatre instruction within that environment.
13.	Plans effectively for instruction, using knowledge of subject matter as well as knowledge of the physical, emotional, and intellectual growth process of students.
14.	Assesses and evaluates effectively student progress in terms of the purposes of the course and grade level.
15.	Maintains prompt and professional communication with parents.
16.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____