



Job Title: Middle School Dance Teacher

Exemption Status/Test: Exempt

Reports to: Campus Principal

Date Revised: February 20, 2015

Dept. /School: Assigned Middle School

Funding Source: GISD Teacher Pay Schedule;
Contract days: 187

Primary Purpose:

Provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth.

Direct and manage the Dance program at the school

Qualifications:

Education/Certification:

Bachelor's Degree in Dance Education required
Valid Texas teaching certificate required
Certification in Dance required
ESL Certification preferred

Special Knowledge/Skills:

Knowledge of dance and choreography
Ability to manage budget and personnel
Ability to implement policy and procedures
A skilled communicator with strong public relations and interpersonal skills

Experience:

Student teaching required

Major Responsibilities and Duties:

Program Planning

1. Direct and supervise all Dance students and activities related to Dance studies
2. Comply with federal and state laws, State Board of Education (SBEC) rules, and board policy

Budget and Inventory

3. Ensure that funds are managed wisely
4. Compile budgets and cost estimates based on documented program needs
5. Coordinate fundraising activities, if needed, and manage funds
6. Maintain a current inventory of all fixed assets within departments

Instruction

7. Teach a sequential Dance curriculum as established by the Texas Education Agency, board policies and administrative regulations
8. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned
9. Prepare lessons that reflect accommodations for individual student differences
10. Conduct ongoing assessments of student achievement through formal and informal testing
11. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students

Student Management

12. Apply and enforce student discipline in accordance with the Student Code of Conduct and Student Handbook
13. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
14. Supervise all activities of Dance students, as required

Communication

15. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers
16. Maintain professional relationship with colleagues, students, parents, and community members

Other Responsibilities

17. Perform all other tasks and duties as assigned

Supervisory Responsibilities

18. Directly supervises none

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: While performing the duties of this job, iPad and desktop computer use is required. Varied types of sound equipment are used. The employee is regularly required to communicate electronically and utilize software programs to enhance instruction.

Posture: Employee is regularly required to stand, walk, and dance for extensive time periods, and to climb or balance.

Motion: Employee is regularly required to demonstrate movement skills related to Dance instruction

Lifting: Employee is occasionally required to lift and/or exert force up to 35 pounds

Environment: The environmental characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The noise level in the work environment is usually noisy. The classroom setting frequently involves many students moving about the room at the same time.

Mental Demands: Required to maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.