



**Job Title:** Theatre Director for Middle School

**Exemption Status/Test:** Exempt

**Reports to:** Campus Principal/Visual and Performing Arts Director

**Date Revised:** February 20, 2015

**Dept. /School:** Assigned Campus

**Funding Source:** GISD Teacher Salary Scale Plus \$1,250 Stipend (187 Days)

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### **Primary Purpose:**

Provide students with appropriate learning activities and experiences in the theatre arts, to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop theatre competencies and interpersonal skills to function successfully in society. Recruit and develop students in theatre performances, and other assigned competitions as directed by the Garland ISD Fine Arts Director.

### **Qualifications:**

#### **Education/Certification:**

Bachelor's degree in theatre from an accredited college or university  
Valid Texas teaching certification in Secondary Theatre Arts, grades 6-8  
Demonstrate competency in theatre arts instruction  
ESL Certification preferred

#### **Special Knowledge/Skills:**

Knowledge of overall operation of a middle school theatre arts program  
Knowledge of theatre arts state standards, curriculum and middle school instructional strategies  
Knowledge of UIL rules and regulations pertaining to theatre arts and One Act Play  
Ability to implement policy, procedures, and data  
Ability to manage theatre budget  
Demonstrated ability to discuss the use of drama and conventions of theatre to develop student concepts about self, human relationships and the environment  
Demonstrated familiarity with theatre production and methodologies, such as staging, acting techniques, theatre design, stage craft, marketing and promotion  
Strong instructional communication, public relations, organizational, leadership, and interpersonal skills  
Willingness to advance knowledge by attending workshops, conventions, and staff development sessions  
Demonstrated theatrical skills and variety of theatre experiences

#### **Experience:**

Successful completion of student teaching (middle school preferred) with professional recommendations or experiences as a successful theatre teacher

### **Major Responsibilities and Duties:**

#### **Program Planning**

1. Direct middle school drama performers for community and campus performances
2. Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in drama
3. Provide for drama participation at extra-curricular events and shows

4. Comply with federal and state laws, SBEC rule, TEA and UIL rules, and board policy pertaining to drama
5. Support drama club activities
6. Design and implement plans for recruitment and retention of students
7. Recommend policies to improve program

### **Inventory**

8. Maintain current inventory of all fixed assets within department

### **Instruction**

9. Develop and implement plans for drama program and show written evidence of preparation as required
10. Prepare lessons that reflect accommodations for individual student differences
11. Present subject matter according to guidelines established by TEA, board policies, and administrative regulations
12. Plan and use appropriate instructional and learning strategies, activities, materials and equipment that reflect understanding of the learning styles and needs of students assigned
13. Conduct ongoing assessments of student achievement through formal and informal testing
14. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students

### **Student Management**

15. Apply and enforce student discipline in accordance with Student Code of Conduct and student handbook
16. Maintains proper and appropriate discipline among students during theatre contests, practice sessions and while on trips off school property
17. Encourages, by example, and through instruction, sportsmanlike conduct in all phases of theatrical participation
18. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities

### **Communication**

19. Establish and maintain open communication by conferences with parents, students, principals, and teachers
20. Maintain professional relationships with colleagues, students, parents, and community members

### **Collaborative Partnerships**

21. Work as an equal partner with the Theatre Co-Director when applicable
22. Work as a cohesive fine arts team to produce collaborative musical productions, share performance and rehearsal space as well as provide technical help for other fine arts performances

### **Mental Demands/Physical Demands/Environmental Factors**

Ability to maintain emotional control under stress

Frequent in-district and occasional state-wide travel

The employee must be prepared for frequent interruptions, meeting deadlines with severe time constraints and working irregular or extended work hours

Prolonged standing and walking

Frequent stooping, bending, pulling and pushing

Occasional lifting of heavy objects, climbing and balancing

Occasionally exposed to paint and other fumes

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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.