



Job Title: Theatre/Acting Director for High 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 \$1,800 Stipend (192 Days)

Primary Purpose:

Provide students with relevant learning activities and theatre arts experiences 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. UIL One Act Play 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 certificate in Secondary Theatre Arts
Demonstrated competency in the field of theatre arts
ESL Certification preferred

Special Knowledge/Skills:

Knowledge of overall operation of a high school theatre arts program
Knowledge of state standards for theatre arts, curriculum and instructional strategies for high school theatre
Knowledge of UIL rules and regulations pertaining to theatre arts and One Act Play
Ability to implement policy, procedures, and data
Ability to manage high school budget
Demonstrated ability to perform basic computer skills and use other technology required by the district
Demonstrated ability to discuss the use of drama and conventions of theatre to develop student concepts about self, human relationships and the environment
Strong instructional skills in theatre production and methodologies in regards to staging and acting techniques with familiarity in technical theatre aspects
Visionary skills to embrace community standards, establish student relationships and select plays that will challenge and further develop skills of students in the program
Strong instructional communication, public relations, organizational, leadership, and interpersonal skills
Willingness to advance knowledge by attending workshops, conventions, and staff development sessions

Experience:

At least one year of field experience or approved internship with professional recommendations or experience as a successful educational acting director

Major Responsibilities and Duties:

Program Planning

1. Direct high school theatre performers and technicians in a positive educational environment
2. Establish audition procedures, performance requirements, enforce academic requirements, and verify each student's eligibility to participate in theatre performances
3. Provide for theatre participation at extracurricular events, including performances and UIL activities
4. Arrange transportation, lodging, and meals for out-of-town events
5. Comply with federal and state laws, State Board of Education (SBEC) rule, TEA and UIL rules, and board policy pertaining to theatre
6. Support theatre booster club activities
7. Maintain/establish theatre club and/or Thespian Society meetings and activities
8. Design and implement plans for recruitment and retention of students at the middle school and high school levels
9. Recommend policies to improve program
10. Communicate with the campus activities director to schedule use of the auditorium facility
11. Help supervise and maintain the use of the auditorium equipment, creating a safe environment for students and teachers

Budget and Inventory

12. Ensure that programs are cost-effective and funds are managed wisely
13. Compile budgets and cost estimates based on documented program needs
14. Coordinate fund raising activities and manage funds
15. Maintain current inventory of all fixed assets within department
16. Oversee process of maintaining, cleaning, and storing all theatre equipment/supplies/costumes

Instruction

17. Develop and implement plans for theatre program and show written evidence of preparation as required
18. Prepare lessons that reflect accommodations for individual student differences
19. Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations
20. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned
21. Conduct ongoing assessments of student achievement through formal and informal assessments
22. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students

Student Management

23. Apply and enforce student discipline in accordance with the Student Code of Conduct and student handbook
24. Maintains proper and appropriate discipline among students during theatre contests, practice sessions and while on trips off school property
25. Encourage, by example, and through instruction, sportsmanlike conduct in all phases of theatrical participation competition
26. Accompany and supervise student on out-of-town trips
27. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities

Communication

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

Collaborative Partnerships

30. Work as an equal partner with your Theatre Co-Director

31. Work as a cohesive fine arts team to produce collaborative musical productions, share performance and rehearsal space

Mental Demands/Physical Demands/Environmental Factors

Ability to maintain emotional control under stress
Frequent in-district and occasional state-wide travel
Frequent interruptions
Meeting deadlines with severe time constraints
Working irregular or extended work hours
Prolonged standing and walking
Frequent stooping, bending, pulling and pushing
Occasional lifting of heavy objects, climbing, balancing and reaching
Occasionally exposed to paint and other fumes
Expected to use shop power tools (saws, drills, etc.)
Expected to use lighting and sound equipment

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.