

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

1/87 Effective Date	<u>DRAMA DIRECTOR</u> Job Title	1.11.2A Index
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1. Primary Function: Teaches, directs, and advises students who desire extracurricular experience in the production and performance of the dramatic arts.
2. Responsible to: Building principal or designee.
3. Immediate Subordinate:
4. Assigned Responsibilities:
 - 4.01 Minimum two (2) productions per year.
 - 4.02 Establishes and calendars performance dates.
 - 4.03 Selects productions which are appropriate to school/community standards in cooperation with the school administration.
 - 4.04 Arranges for all legal aspects of productions.
 - 4.05 Teaches the skills necessary to participate in productions.
 - 4.06 Follows specified standards, policies, and procedures of the building and District in organizing and supervising tryouts and rehearsals.
 - 4.07 Establishes and communicates expectations to participants.
 - 4.08 Initiates lines of communication with parents and school officials.
 - 4.09 Coordinates production auxiliary personnel which could include costuming, music, and choreography.
 - 4.10 Selects and requisitions required equipment, supplies, and materials that are within the proposed budget.
 - 4.11 Organizes and supervises student support committees.
 - 4.12 Organizes and provides information to media, students, patrons, and audience.
 - 4.13 Establishes production budgets and provides direction for fund raising as appropriate.
 - 4.14 Insures that equipment and materials are properly used, maintained, and stored, and that inventory records are accurate and current.
 - 4.15 Provides leadership and direction to the technical aspects of production.
5. Additional Responsibilities:
 - 5.01
 - 5.02
 - 5.03
6. Minimum Qualifications:
 - 6.01 Teacher certification.
 - 6.02 Knowledge of dramatic skills.
 - 6.03 First aid certification.
7. Salary Level: Differential schedule.

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8. Evaluation: Performance of this job will be evaluated in accordance with provisions of the School Board's policy on Evaluation of Professional Personnel.

Approved by: _____ Date _____
(supervisor)

Received by: _____ Date _____
(staff member)