

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

1/87	<u>TECHNICAL DIRECTOR</u>	1.11.3A
Effective Date	Job Title	Index

1. Primary Function: Coordinates all technical aspects of drama production: set design and construction, lighting design and operation, sound design and operation.
2. Responsible to: Building principal.
3. Immediate Subordinate: None.
4. Assigned Responsibilities:
  - 4.01 Assists with the selection of productions which are appropriate to school/community standards in cooperation with the school administration.
  - 4.02 Communicates regularly with drama director.
  - 4.03 Teaches the skills necessary to build sets and/or provide necessary lighting, sound, etc.
  - 4.04 Communicates expectations to students.
  - 4.05 Organizes and supervises students assigned to the technical portion of school productions.
  - 4.06 Follows specified standards, policies, and procedures of the building and district in organizing and supervising set/lighting work sessions.
  - 4.07 Assists in the design and construction of production sets and design lighting as necessary.
  - 4.08 Assists in establishing production budgets.
  - 4.09 Selects and requisitions required equipment, supplies, and materials.
  - 4.10 Insures that equipment and materials are properly used, maintained, and stored, and that inventory records are accurate and current.
  - 4.11 Establishes a positive working relationship with building custodial staff.
  - 4.12 Performs other duties as assigned by the principal.
5. Additional Responsibilities:
  - 5.01
  - 5.02
  - 5.03
6. Minimum Qualifications:
  - 6.01 Knowledge of drama technical skills.
  - 6.02 First aid certification.
  - 6.03 Additional qualifications:
    - 6.03.01
    - 6.03.02
    - 6.03.03
7. Salary Level: Differential schedule.

**SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION**

1/87 Effective Date	<u>TECHNICAL DIRECTOR</u> Job Title	1.11.3B Index
------------------------	--	------------------

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)