

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

2/88	<u>AUDITORIUM SUPERVISOR</u>	1.11.4A
Effective Date	Job Title	Index

1. Primary Function: Coordinates all use of auditorium facilities for in-school activities.
2. Responsible to: Building principal.
3. Immediate Subordinate:
4. Assigned Responsibilities:
 - 4.01 Works with Drama Director and Technical Director in setting up equipment and sound systems.
 - 4.02 Works with building rental coordinator and lead custodian regarding all use of facility for in-school activities.
 - 4.03 Works with building rental coordinator and lead custodian to identify set up needs for out-of-school activities.
 - 4.04 Arrives early to open facility and turn on lights at predesignated time in accordance with rental agreement.
 - 4.05 Supervises students who are asked to work at predesignated activities.
 - 4.06 Insures building policies are followed in regards to safety and Fire Marshall orders.
 - 4.07 Insures building standards are followed as prescribed by building administrators, i.e. restricted smoking, food/beverage, aisle clearance, door clearance, etc.
 - 4.08 Insures building facility security at conclusion of rental or in-school use.
 - 4.09 Establishes a positive working relationship with building staff and patrons who are renting the facility.
5. Additional Responsibilities:
 - 5.01
 - 5.02
 - 5.03
6. Minimum Qualifications:
 - 6.01 Knowledge of the facility light panel and sound equipment.
 - 6.02 First aid certification.
 - 6.03 Additional qualifications:
 - 6.03.01
 - 6.03.02
 - 6.03.03
7. Salary Level: Differential Schedule. Hourly per diem for other than local school usage.

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

2/88 Effective Date	<u>AUDITORIUM SUPERVISOR</u> Job Title	1.11.4B 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: _____
(supervisor)

Date _____

Received by: _____
(staff member)

Date _____