

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

COORDINATOR V – DRAMA PRODUCTION (N B COOK ELEMENTARY)

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution or an equivalent combination of training and experience.
- (2) Five (5) years of experience in coordinator drama activities in schools, community organizations and/or professional companies.
- (3) Five (5) years experience in coordinating production processes (writing plays, staging plays, scenery, props, costumes, rehearsals and performances).
- (4) Five (5) years experience in professional theater (acting as a performer, stage manager, director, technical director, costumer and other vital roles).
- (5) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough, firsthand knowledge of the business of drama and theater. Experience in non-academic, working theater through professional performance, association with and employment by public and professional theater in a variety of roles both on and off the stage. Experience with various age ranges of children in a variety of theater settings. Experience working with a group of other Arts faculty members (music, dance, visual arts) to collaboratively teach drama skills to students and to produce and present diverse theater experience and productions. Knowledge of the academic curriculum sufficient to design curriculum that integrates arts and academic areas of math, science, social studies, reading, and language arts. Ability to interact effectively with a large faculty

REPORTS TO:

School Principal

JOB GOAL

To coordinate drama instruction and collaborate with the Arts faculty and other school staff to produce major performances and to create learning experiences integrating the arts and academics for students.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Serve as a faculty member and complete all duties as directed by the principal.
- *(2) Inform administrative personnel about program activities through regular meetings.
- *(3) Create and deliver drama instruction to students.
- *(4) Research, design, coordinate, and implement a school-wide drama curriculum that both enhances students' creative talents and develops strong academic, career, and social skills.
- *(5) Work with other Arts faculty to create, coordinate, and produce performances.

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- *(6) Work with all faculty members and administrators to consistently integrate arts and academic instruction to meet Sunshine State Standards in math, science, social studies, reading and language arts.
- *(7) Conduct internal staff development as needed to instruct other faculty in the use and methods of drama for classroom instruction.
- *(8) Provide drama knowledge and other attendant resources and skills to District-wide departments and personnel as needed for workshops and special projects.
- *(9) Maintain expertise by attending workshops, conferences, and other training in order to remain informed of current trends and best practices in drama instruction and other areas relating to job duties.
- *(10) Manage acquisition, storage, care, and use of props, costumes, scenery, and other materials vital to the performing arts.
- *(11) Write, edit, and coordinate plays and other material for school and District productions and events.
- *(12) Design extracurricular activities for students to participate in that will allow them to further hone their dramatic skills and encourage their artistic growth.
- *(13) Plan drama events and programs that encourage school involvement in the wider community and enhance community awareness of school mission.

Inter / Intra-Agency Communication and Delivery

- *(14) Disseminate information to appropriate personnel.
- *(15) Respond to inquiries in a timely manner.
- *(16) Keep supervisor informed of potential problems or unusual events.
- *(17) Interact with parents, outside agencies, businesses and the community to enhance understanding of District and school initiatives and priorities as required.
- *(18) Interact with a variety of District stakeholders to give information, resolve problems and provide services.

Professional Growth and Improvement

- *(19) Keep well informed about current trends and best practices.
- *(20) Maintain expertise in assigned areas to fulfill school goals and objectives.
- *(21) Promote and support professional growth of self and others.
- *(22) Develop annual goals and objectives.
- *(23) Attend training sessions, conferences and workshops to keep abreast of current practices and programs.
- *(24) Plan and direct inservice activities at both the department and school level.
- *(25) Provide technical assistance as assigned or by request.

Systemic Functions

- *(26) Prepare routine reports in a timely and accurate manner.
- *(27) Represent, consistently, the District and the school in a positive and professional manner.
- *(28) Develop or assist in developing the department budget and monitor its implementation.
- *(29) Serve on District, state or community councils or committees as assigned or appropriate.
- *(30) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- *(31) Provide leadership and direction for the assigned area of responsibility.
- *(32) Utilize appropriate problem-solving strategies.
- *(33) Facilitate problem solving by individuals and groups.

- *(34) Set high standards and expectations for self and others.
- *(35) Demonstrate initiatives in identifying potential problems or opportunities for improvement and take appropriate action.

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- *(36) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishments.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of work years and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Professional Salary Schedule – 10 month position – Pay Grade 12

Date of Board Approval: July 18, 2006

*Essential Performance Responsibilities

Date of Board Approval: August 21, 2001

Date of Revision: October 22, 2002