

Middle School Theatre Director

Job Description



Job Title:	Middle School Theatre Director	FSLA:	Exempt
Reports to:	Campus Principal / Director of Performing Arts	Pay Grade:	Teacher Scale
Dept./School:	Assigned Campus	Calendar Days:	187
Contract:	Probationary/Term	Revised:	5.29.2024

Primary Purpose

The Middle School Theatre Director provides leadership to the middle school theatre program through the development, improvement, and facilitation of theatrical instruction, extracurricular performances, and competitions. This position directs and manages the theatre program at the assigned campus and provides meaningful learning activities and extracurricular events designed to provide students with educationally enriching experiences that help fulfill their potential for intellectual, emotional, physical, and social growth.

Qualifications

Education/Certification:

- Bachelor's degree from an accredited college or university
- Valid Texas teaching certificate for grade level of assignment (TAC 231.93)
- Current first aid, cardiopulmonary resuscitation (CPR), and automatic external defibrillator (AED) certificates

Special Knowledge/Skills:

- Knowledge of overall operation of theatrical performances, facilities, and equipment
- Knowledge of Theatre Texas Essential Knowledge and Skill
- Knowledge of state, UIL One-Act-Play rules and policies governing theatre
- Ability to manage budget and personnel
- Ability to instruct students and manage their behavior
- Ability to interpret data
- Strong communication, public relations, and interpersonal skills

Experience:

- Minimum 3 years' experience directing theatre (or similar theatrical leadership positions) preferred

Major Responsibilities and Duties

Student Instruction, Growth, and Development

1. Develop and implement plans for theatre programs and show written evidence of preparation as required
2. Prepare lessons that reflect accommodations for individual student differences
3. Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations
4. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned

Middle School Theatre Director

Job Description



5. Conduct ongoing assessments of student achievement through formal and informal methodologies
6. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students
7. Apply and enforce student discipline in accordance with the Student Code of Conduct and the theatre program's student handbook
8. Accompany and supervise students on out-of-town trips
9. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
10. Coordinates selection of student leaders through fair, transparent processes
11. Directs and oversees middle school theatrical programs and performances including but not limited to community performances, One Act Play, musicals, and UIL competitions

Program Planning

12. Create and maintain the master calendar and oversee all competition entries, performance dates, parent meetings, trip dates, etc.
13. Register students for all local and state competitions in a timely manner
14. Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in theatre
15. Coordinate the planning of and attend all outside-of-school rehearsals in preparation for performances
16. Coordinate the planning of all theatre productions, including but not limited to: copyright/licensing needs; payment of arrangers/ designers; planning of all rehearsals; hiring of independent contractors; registration for all competitions; travel/ trucking logistics
17. Plans all banquets and awards ceremonies
18. Provide for theatre participation at extracurricular events, including community performances, One Act Play, and UIL competitions
19. Coordinate transportation (for students and equipment) and logistics for local events
20. Arrange and seek timely district approval of transportation, lodging, and meals for out-of-town events
21. Obtain and use evaluative findings (including student achievement data) to determine program effectiveness and ensure that program renewal is continuous and responds to student, campus, and community needs
22. Review, draft, and recommend policies or procedures to improve the program
23. Provide opportunities for student participation in Texas Thespians and/or Texas Educational Theatre Association events

Leadership and Personnel Management

24. Recruitment, selection, training, and supervision of assistant director(s).
25. Coordinate hiring and clearance of all supplemental staff, e.g., method instructors, theatre technicians, clinicians, etc.
26. Represent the campus and program at all UIL/OAP Region Meetings and attend all activities in which students are participating.

Middle School Theatre Director

Job Description



- 27. Perform any other related duties as assigned by the Principal, Fine Arts Director, or other appropriate administrator.
- 28. Comply with federal and state laws, TEA rules, UIL rules, and district policy.
- 29. Maintain professional relationships with colleagues, students, parents, independent contractors, and community members at all times.
- 30. Participate in Texas Thespians and/or Texas Educational Theatre Association events.

Communication

- 31. Establish and maintain open communication through calendars, weekly email updates, and approved student management systems.
- 32. Conduct conferences with parents, students, administrators, and teachers when necessary.
- 33. Coordinate dates for auditions, performances, etc., with campus administration.
- 34. Actively recruit for the program through performances, campus visits, combined rehearsals with the elementary schools, flyers, letters to middle school students, calls/emails home.
- 35. Promote the program and keep the community abreast of all performances, awards, and achievements through social media.
- 36. Maintain confidentiality regarding student performance, financial hardships, etc.

Budget & Inventory

- 37. Ensure that programs are cost-effective and funds are managed wisely.
- 38. Compile budgets and cost estimates based on documented program needs.
- 39. Coordinate, communicate, and oversee all fundraising activities.
- 40. Maintain accurate records of student payments, fundraising, trip payments, etc.
- 41. Maintain current inventory of all fixed assets within the department.
- 42. Oversee process of cleaning, repairing, and storing of all theatre equipment, including but not limited to costumes, props, and sets.
- 43. Organize storage areas and control the use of materials and equipment to prevent loss, abuse, or injury.
- 44. Instruct students in the proper care and use of equipment.

Professional Growth and Development

- 45. Attend staff development programs, curriculum meetings, department meetings, and other professional activities.
- 46. Stay current with developments, research, and new technology in the field of theatre education through attendance at professional conventions

Supervisory Responsibilities

Direct supervision of assistant theatre directors and various clinicians, technicians, or contract personnel

Middle School Theatre Director

Job Description



Evaluation

The Middle School Theatre Director will be evaluated by their campus administrator using the T-TESS appraisal system.

The Aldine ISD Performing Arts Evaluation will assess individual teacher growth and achievement through:

- Student participation and success in required state and district evaluations
- Sustained recruiting and retention of students in the program
- Classroom and District formative and summative evaluations

Work Environment

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment; automated external defibrillator (AED)

Posture: Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Regular moderate lifting and carrying (15–44 pounds); may lift and move musical instruments

Environment: Work outside and inside; exposure to extreme temperatures (hot, cold, and inclement weather), humidity, and prolonged sunlight; work on uneven or slippery surfaces; frequent exposure to noise

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours; frequent district and statewide travel

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required