

BALLROOM DANCE ADVISOR**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Being knowledgeable and able to demonstrate skills and experience in ballroom dancing.
2. Ability to work with staff, students and the public.
3. Flexible schedule to meet the demands of practices and performances.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Building Administrator

Supervises: N/A

Job Goals:

To provide students with basic and advanced ballroom dance skills and an understanding and appreciate of ballroom dance and its social aspects and to prepare students for ballroom dance competition.

Essential Duties and Responsibilities:

1. Conducts class instruction; plans and supervises students during scheduled class time
2. Assigns grades for students in class.
3. Teaches techniques, safety for lifts and drops, dance steps, and routines.
4. Prepares and implements a Summer Practice Schedule.
5. Maintains an accurate accounting of all team receipts and expenditures.
6. Submits requests for travel to the principal and school board.
 - a. School approved travel dates must be submitted no later than two weeks in advance.
 - b. Board approved travel dates must be submitted no later than six weeks in advance.
7. Checks grades to determine which students are eligible to compete in ballroom dance.
8. Selects routines, music and costumes.
9. Orders and maintains costumes, shoes, and props.
10. Maintains record of costume check-in and check-out.
11. Schedules and conducts tryouts.
12. Schedules the gym for practices and class.
13. Oversees advertising for ballroom performances.
14. Schedules choreographers; accounting for their travel and payment arrangements.
15. Conducts an annual parent informational meeting to speak about team expectations.
16. Assures that parent consent forms are signed each year and that students have physicals.
17. Attends parent meetings.

Equal Opportunity Employer

18. Oversees the election of team representatives.
19. Meets regularly with elected student officers.
20. Arranges for ballroom performance in-house ballroom performance assistance, i.e. emcee, table help, hosts, programs.
21. Arranges for, and attends, an annual performing tour.
22. Coordinates performances throughout the school year with the administration.
23. Maintains a current calendar of events.
24. Maintains high standards of ethical conduct and confidentiality.
25. Has regular and predictable attendance.

Other Duties and Responsibilities:

1. Hosts Summer Ballroom Dance Camp.
2. Conducts a Year End Concert.
3. Conducts a Year End Banquet/Social.
4. Conducts fund raisers throughout the year.
5. Supports local dance events and showcases.
6. Holds early morning and Saturday (as necessary) practices on a weekly basis.
7. Video tapes performances.
8. Performs all other duties as assigned.

Terms of Employment:

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee, and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall, at all times, be subject to the direction of the persons to whom said employee has primary responsibility or said person’s designee(s), and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said School District rules, regulations and policies.

Employed annually in accordance with the District’s Stipend Salary Schedule. All terms of employment may be subject to change, as recommended by administrative staff or as directed by the Board of Trustees.

Evaluation:

Performance of this position will be evaluated annually by the Building Administrator.

Physical Demand/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit for extended periods of time; and have

Equal Opportunity Employer

STIPENDS

FLSA Status – Exempt

Page 3 of 3

sufficient hand, arm and finger dexterity. The employee is frequently required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee may frequently be exposed to outdoor weather conditions. The noise level in the work environment is usually moderate, but can on occasions be loud.

Reviewed _____ Revised 12/07
04/13
12/16

NOTES:

All certificated and non-certificated employees and other individual are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference: I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance

Equal Opportunity Employer