Carroll Independent School District
Job Description

JOB TITLE: **Drill Team Director** - Emerald Belles Pay Grade: 000

Supervisor: Principal Employment Days: 187

Department: Campus-Based Instructor Wage/Hour Status: Exempt

MISSION:
CISD educates and inspires every Dragon through a tradition of excellence and innovation in academics, character, and service for life-long success.

JOB SUMMARY:
The Drill Team Director is responsible for the overall leadership, direction, and management of the Carroll Senior High School Emerald Belles program. This position provides instruction, choreography, and supervision while fostering a culture of excellence, teamwork, leadership, discipline, kindness and school spirit. The director oversees all aspects of program development, including auditions, daily instruction, rehearsals, performances, competitions, student leadership, uniforms, travel, and parent communication. The director works collaboratively with the Emerald Belle Assistant Director, Belle Booster Club, campus administration, and the community to maintain the traditions and reputation of the Emerald Belles while ensuring students have opportunities for artistic growth, personal development, and achievement. The position requires flexibility to attend community events, after-school practices, evening performances, weekend performances, competitions, team trip, and summer activities.

QUALIFICATIONS:
Education/Certification:
- Bachelor's degree from an accredited university.
- Valid Texas teaching certificate, as required by the assigned position.
- Successful experience in dance instruction, drill team, or dance program leadership.
- Demonstrated choreography and performance experience.
- Strong organizational, communication, and leadership skills.
- Experience managing student organizations and extracurricular activities.
- Ability to work evenings, weekends, and extended hours as required.

Working conditions:
- Daily instructional responsibilities.
- Before school rehearsals.
- Evening football games, school events, community events
- Weekend competitions, special performances, and travel.
- Summer training, camps, auditions, and preparation.

Major Responsibilities

1. **Program Leadership**
   - Direct, organize, and oversee all aspects of the Emerald Belles drill team program.
   - Establish program goals, expectations, traditions, and performance standards.
   - Develop a positive, inclusive, and disciplined team culture.
   - Serve as the primary representative of the drill team within the school and community.
2. **Instruction and Choreography**
   - Plan and teach daily dance and drill team classes.
   - Create choreography for football games, pep rallies, competitions, and special performances.
   - Develop technical dance skills, precision, execution, and performance quality.
   - Prepare students for performances and competitions throughout the school year.
3. **Student Development**
   - Promote leadership, responsibility, teamwork, character, and school spirit.
   - Mentor student officers and develop student leadership opportunities.
   - Maintain appropriate student discipline and accountability.
   - Encourage academic achievement and positive citizenship.
4. **Program Administration**
   - Conduct auditions and oversee the selection process.
   - Coordinate music, choreography, costuming and program expenses.
   - Develop annual calendars, practice schedules, and performance schedules.
   - Manage parent communication, fundraising, travel, and competition arrangements.
   - Maintain compliance with district policies and UIL requirements, where applicable.
5. **Performance and Community Relations**
   - Coordinate performances at athletic events, school functions, and community activities.
   - Build relationships with school administrators, faculty, parents, and community organizations.
   - Maintain the reputation and traditions of the Emerald Belles.
   - Promote excellence and professionalism in all public appearances.

Other

- Follow district safety protocols and emergency procedures.
- Assist in upholding and enforcing school rules, administrative regulations, and Board policy.
- Establishes and maintains cooperative relations with others.
- Keep abreast of innovative practices.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Maintain a professional level of confidentiality regarding all district matters.
- Uphold and adhere to safety rules.
- Support the goals and objectives of the district and follow district policies.
- Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer, phone systems, video/instructional equipment, and peripherals *[P.E. teachers: automated external defibrillator (AED)]*

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

Motion: Frequent walking; repetitive computer work with frequent use of hands and wrists

Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment

Environment: Work inside, may work outside; regular exposure to noise

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

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THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: _____ DATE: _____
(Executive Director of Human Resources)

APPROVED BY: _____ DATE: _____
(Deputy Superintendent)

ACCEPTED BY: _____ DATE: _____
(EMPLOYEE)

Date Created: 11/2026	Date(s) Revised: