



ART AND THEATRE EVENT LEAD TEACHER

Extra Duty Pay Position

Category: 13

Stipend: \$925.00

EDUCATION, QUALIFICATIONS AND WORK EXPERIENCE

- Possess a valid Maryland State Department of Education Teaching Certificate in K-12 Music
- Have successful teaching experience and participation in county and regional Chorus events
- Have demonstrated leadership and experience in managing large groups of children and adults
- Demonstrate excellent oral and written communication skills
- Demonstrate ability to work independently under minimal supervision and bring tasks and projects to completion
- Demonstrate ability to work under moderate to high levels of stress
- Demonstrate success in accomplishing tasks consistent with those responsibilities listed below
- Demonstrate established communication protocols established by the Content Specialist for Fine and Performing Arts

ESSENTIAL JOB FUNCTIONS

- Secures facilities for local, regional, and state Art and Theatre events in consultation with the Content Specialist for Fine and Performing Arts.
- Communicates with individual event managers regarding Theatre event facilities, schedules, and other needs.
- Contacts and arranges for judges for all Art and Theatre events in consultation with the Content Specialist for Fine and Performing Arts. Maintains communication with these individuals in preparation for each event.
- Coordinates necessary lodging and food for Art and Theatre events.
- Communicates with individual event managers regarding artwork and framing requirements, facilities, schedules, and other needs.
- Develops schedules and requirements for all Art and Theatre events.
- Coordinates with the Content Specialist for Fine and Performing Arts to arrange bussing as needed for Art and Theatre events.
- Other related duties as assigned by the Content Specialist for Fine and Performing Arts.

ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear.

Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however, this may be the only notice for this position during the noted advertisement period.