



Crandall Independent School District

Job Description

Job Title: Theatre Teacher

Wage/Hour Status: Exempt

Reports To: Principal

Date Revised: February 10, 2022

Dept./School: Assigned Campus

Primary Purpose:

Direct and manage the theatre arts program at assigned campus. Provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth and provide an opportunity to participate in extracurricular theatre. Enable students to develop competencies and skills to function successfully in society.

Qualifications:

Education/Certification:

Bachelor's degree from an accredited college or university
Valid Texas teaching certificate
Demonstrated competency in instrumental music

Special Knowledge/Skills:

Knowledge of overall operation of theatre arts, productions, and programs
Knowledge of curriculum and instruction
Knowledge of state and University Interscholastic League (UIL) rules
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:

Student teaching or approved internship and theatre arts experience

Major Responsibilities and Duties:

Instructional Strategies

1. Provide instruction and leadership to students in all aspects of theatre productions and methodologies such as staging, acting techniques, set design, costumes, and props.
2. Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in the program.
3. Provide for theatre arts participation at extracurricular events and shows.
4. Coordinate rehearsals, productions, and performances.
5. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned. Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.
6. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
7. Work with other member of the staff to determine instructional goals, objectives, and methods according to district requirements.

8. Obtain and use evaluative findings (including student achievement data) to determine program effectiveness and ensure that program renewal is continuous and responds to student needs.

Student Growth and Development

9. Conduct ongoing assessments of student achievement through formal and informal testing.
10. Be a positive role model for students and support mission of the school district.

Classroom Management and Organization

11. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
12. Manage student discipline in accordance with the Student Code of Conduct and student handbook.
13. Accompany and supervise students on out-of-town trip activities and arrange transportation, lodging, and meals for out-of-town events.
14. Take all necessary and reasonable precautions to protect students, equipment, material, and facilities.

Communication

15. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

Budget and Inventory

16. Develop and administer budget based on documented program needs and ensure that operations are cost effective and funds are managed wisely.
17. Coordinate fundraising activities and manage funds.
18. Maintain current inventory of all fixed assets related to the program.
19. Oversee cleaning, repairing, and storing of all instruments and equipment.
20. Compile, maintain, and file all reports, records, and other documents required.

Professional Growth and Development

21. Participate in staff development activities to improve job-related skills.
22. Attend and participate in faculty meetings and serve on staff committees as required.
23. Comply with federal and state laws, State Board of Education rule, UIL rules, and board policy in the band area.

Personnel Management

24. Assist with recruitment, selection, training, supervision, and evaluation of assistant band directors.

Other

25. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment; power and hand tools for construction of theater sets

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

Motion: Frequent standing and walking

Lifting: Regular moderate lifting and carrying (15–44 pounds); may lift and move theatre arts equipment

Environment: Work inside in theatre environment with diminished lighting

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

The document describe 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.

John Doe

Print Name

John Doe

Signature

01/01/0001

Date