

HIGHLINE Job Description

PUBLIC SCHOOLS

JOB TITLE: STUDENT STAGE CREW – Performing Arts Center

WORK DAYS PER FISCAL YEAR: On-call as needed

SUMMARY: In cooperation with the Head Technician of the Performing Arts Center, provide support to groups using the Performing Arts Center. Safely operate theater equipment for a wide variety of events such as musical concerts, drama productions, dance and business meetings. Assist with safety checks and maintenance of equipment and stage area.

CONTEXT AND WHO WE ARE: Highline Public Schools serves students and families in the communities of Burien, Des Moines, Normandy Park, SeaTac and White Center in Washington state.

OUR PROMISE: *Every student in Highline Public Schools is known by name, strength and need, and graduates prepared for the future they choose.*

In 2013, families, students, staff and community members across Highline came together to develop a strategic plan that reflects our goals and dreams for students. Our strategic plan is our equity plan and is guided by Our Promise. In 2023, the strategic plan was updated to guide our work, identifying four bold goals:

- **Culture of Belonging:** *A culture where all are welcome, valued, and safe.*
- **Innovative Learning:** *Academic experiences that engage, empower, and challenge every student.*
- **Bilingual & Biliterate:** *Multicultural skills that enable students to live, work, and communicate across cultures.*
- **Future Ready:** *Students explore possibilities and develop mindsets that prepare them for a changing future.*

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- After initial and on-the-job training, remain knowledgeable regarding use of stage lighting, sound equipment and rigging.
- Insure a safe environment in the theater for audiences, performers, and staff.
- Maintain stage, off-stage, storage, catwalk, and storage areas in a clean and orderly condition.
- Move scenery, risers, shell, chairs and other equipment as directed.
- Assist with the set-up and tear down of all areas for productions.
- Assist with the production of an event as directed. Operate and maintain equipment as required. Insure its safe and proper use.
- Protect the district equipment and supplies against pilferage, loss, theft, or abuse.
- Comply with safety rules and regulations.
- Conduct safety checks.
- Perform other duties and responsibilities as assigned

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Must be a high school student in Highline Public Schools
Work history of excellent punctuality and responsibility

OTHER REQUIREMENTS

JOB DESCRIPTION: GUEST BUS DRIVER

Positive and effective communication skills
Willing to work flexible hours including evenings and weekends

CONDITION OF EMPLOYMENT:

Criminal background clearance
All certificates, licenses, endorsements, permits, and vaccines (absent exemption) as required for this position by state and local authorities

ABILITY TO:

Communicate effectively verbally and in writing
Maintain effective working relationships with other people
Take direction and instruction from the Performing Arts Center Head Technician or Manager
Comply with school board policies and follow administrative procedures

REPORTING RELATIONSHIP: Reports to the Performing Arts Center Manager or designee

EVALUATION: This position will be evaluated by the Performing Arts Center Manager or designee based on performance of duties and responsibilities.

PHYSICAL DEMANDS: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to bend, stoop, and sit. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee will experience constant interruptions; required to meet deadlines. The noise level in the work environment is usually moderate.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

CLASSIFICATION HISTORY

Updated Context and Disclosures sections, 2024.07.09
Revised Condition of Employment section, 2021.12.10
Created by Human Resources as outlined by the Performing Arts Center Manager

JOB DESCRIPTION: GUEST BUS DRIVER

Highline Public Schools, District #401, complies with all federal rules and regulations and does not discriminate in admission, access, treatment, or employment in education programs or hiring practices on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation including gender expression or identity, marital status, honorably-discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Highline Public Schools also provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries should contact: Age Discrimination Act, Americans with Disabilities Act, Affirmative Action, Civil Rights Act (employees), and Title IX: Chief Talent Officer, 206.631.3121, titleixofficer@highlineschools.org; Civil Rights Act: District Ombudsman, 206.631.3104, civilrightscoordinator@highlineschools.org; Section 504 of the Rehabilitation Act- Director of Social Services, 206.631.3250, 504coordinator@highlineschools.org, Address: 15675 Ambaum Blvd. SW, Burien, WA 98166