Targeted Services Theater Specialist
Job Description

Position Title: Targeted Services Theater Specialist **Date:** November 2026-June 2027
Department: Community Education **Location**: Varied
FTE: Part-time, hourly, before and/or after school
Accountable To: Community Education Supervisor, Targeted Services

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Primary Objective of Position:

The primary objective of this position is to design and deliver engaging, theater-based Targeted Services programming that supports students' reading development while strengthening their connections to school.

The Theater Specialist will lead hands-on theater experiences for groups of approximately 18–20 students at elementary schools throughout the district. Through activities such as reader's theater, storytelling, and dramatic performance, students will strengthen literacy skills, build confidence, and develop positive relationships.

The specialist will plan and coordinate small-scale theater productions culminating in a student performance, with flexibility to adapt productions across multiple schools or develop unique experiences for individual sites.

Major Areas of Responsibility

Design, plan, and deliver engaging, theater-based Targeted Services classes for elementary students that support literacy development and academic growth.

Integrate reading fluency, expression, comprehension, vocabulary, and oral communication, into creative theater activities, including reader's theater, improvisation, and dramatic performance.

Plan and coordinate small-scale student productions, script development, rehearsals, props, costumes, and culminating performances.

Adapt and reuse productions across multiple schools sites or develop site-specific productions based on student interests and needs.

Align instruction with students' Continued Learning Plans (CLPs) and adapt activities to accommodate varying reading levels, abilities, and learning needs.

Create a positive, inclusive, and supportive learning environment where students feel comfortable taking creative risks.

Collaborates with Community Education Supervisor, Out-of-School Time Site Supervisors, and school staff to coordinate programming and performances.

Complete required Targeted Services documentation, including attendance, CLPs, and student progress summaries.

Communicate with families as needed regarding programming, schedules, performances, and student progress.

Organize and prepare instructional materials, scripts, and production resources within established program budgets.

Follow district policies and Minnesota Department of Education Targeted Services guidelines.

Maintains confidentiality and data privacy

Knowledge, Skills and Abilities

Valid Minnesota Elementary Teaching License is preferred, but not required; experience in theater education, performing arts, elementary education, or a related field preferred.

Knowledge of theater instruction, including acting, script development, rehearsal techniques, and small-scale production planning.

Understanding of elementary literacy development, particularly reading fluency, comprehension, and oral communication into engaging theater experiences.

Strong organizational, planning, and problem-solving skills, with the ability to independently develop and implement programming at multiple school sites.

Ability to develop, select, or adapt scripts and activities that are age-appropriate, inclusive, and accessible to students.

Strong relationship building, communication, and classroom management skills, with the ability to create inclusive, culturally responsive learning environments for students with varying abilities and needs.

Performance Expectations

Deliver engaging, high-quality theater instruction that aligns with student's Continued Learning Plans (CLPs), and supports measurable academic growth.

Plan and implement theater programming and culminating performances, effectively managing preparation, materials, and production logistics within scheduled paid hours.

Create a positive, supportive learning environment using proactive behavior strategies and trauma-informed practices to promote student success.

Demonstrates professionalism, reliability, and flexibility, including consistent attendance, preparation, respectful communication with families and staff, confidentiality, and availability to work before or after school.