

HIGH SCHOOL TECHNICAL THEATRE DIRECTOR

Rev. Jun 2022

Job No.: T484

Reports to: Principal & District Fine Arts Director's

Dept./Campus: Assigned Campus

FLSA Status: Exempt

Pay Grade: Teacher Scale + Stipend

Term: 187 days

PRIMARY PURPOSE:

To provide students with an opportunity to participate in theatre activities and ensure compliance with all state, University Interscholastic League (UIL), and district requirements and develop a lifelong appreciation for fine arts. To manage and maintain the overall environment, security, and operation of all systems in the on-campus theatre performance facilities. Work effectively with directors at the middle school and high school levels to develop a coordinated, comprehensive, sequential, and vertically aligned fine arts program. This may include, but is not limited to, attendance at events, rehearsals etc. High School Technical Theatre Directors are expected to provide additional duties outside the regular workday and calendar to cover all work and duties associated with the work involved assisting with oversight of the Theatre program. These duties include, but are not limited to:

- Overseeing student practices outside of normal school hours
- Attending competitive events outside of normal school hours
- Out-of-town travel with students
- Attending required professional development

MAJOR RESPONSIBILITIES AND DUTIES

- Supervise and instruct students in the operation of audio and stage lighting equipment using computerized intelligent lighting systems.
- Supervise students in operation of sound, lighting, and backstage equipment.
- Maintain current inventory of all fixed assets within department.
- Oversee process of maintaining and storing all theatre equipment.
- Develop and implement plans for technical theatre program and show written evidence of preparation as required.
- Prepare lessons that reflect accommodations for individual student differences.
- Present subject matter according to guidelines established by TEA, board policies, and administrative regulations.
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- May teach theatre arts classes in addition to theatre tech classes.
- Present subject matter according to guidelines established by TEA, board policies, and administrative regulations.
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- Conduct ongoing assessments of student achievement through formal and informal testing.
- Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- May provide and implement necessary measures for security at campus theatre performance facilities.
- Apply and enforce student discipline in accordance with Student Code of Conduct and student handbook.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

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- Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
- Maintain professional relationships with colleagues, students, parents, supervisors, and community members.
- Comply with federal and state laws, State Board for Educator Certification (SBEC) rules, TEA and UIL rules, and board policy pertaining to drama.
- Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree in education or related field.
- Valid Texas teaching certificate.
- Experience in teaching technical theatre at the high school level preferred.

Knowledge/Skills/Abilities:

- Knowledge of technical experience in the areas of set design, construction, lighting, sound, costumes, props, and make-up.
- Skill in communication; and public relations.
- Ability to communicate effectively; manage multiple priorities and projects; overall operation of theatre program; manage budget and staff; and interpret policy, procedures and data.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- May be exposed to outdoor weather conditions during portions of workday.
- Needs to move about inside the classroom or campus to monitor students as necessary.
- Maintain emotional control under stress.
- Frequent standing, stooping, bending, pulling, and pushing.
- Frequent moving of small stacks of textbooks, media equipment, desks, and other classroom equipment.
- Occasionally requires lifting up to 25 pounds.
- Occasional prolonged and irregular hours.
- Ability to understand complex problems and to collaborate and explore alternative solutions.
- Ability to organize and prioritize work schedules of others on short-term basis.
- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.
- Maintain composure and professionalism at all times.