

MIDDLE SCHOOL DANCE DIRECTOR

Rev. Jun 2022

Job No.: T207

FLSA Status: Exempt

Reports to: Principal & District Fine Arts Director's

Pay Grade: Teacher Scale + Stipend

Dept./Campus: Assigned Campus

Term: 187

PRIMARY PURPOSE:

To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women and develop a lifelong appreciation of fine arts. 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, instrument placements, etc. Middle School Dance Directors are expected to provide additional duties outside the regular work day and calendar to cover all work and duties associated with the work involved assisting with oversight of the Dance 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

- Direct middle school dance performers.
- Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in dance.
- Provide for dance participation at extracurricular events, including concerts, pep rallies, and UIL activities.
- Arrange transportation, lodging, and meals for out-of-town events.
- Comply with federal and state laws, State Board of Education (SBEC) rules, TEA and UIL rules, and board policy pertaining to dance.
- 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.
- Design and implement plans for recruitment and retention of students.
- Recommend policies to improve program.
- Perform other duties as assigned.
- Ensure that programs are cost-effective, and funds are managed wisely.
- Coordinate fundraising activities and manage funds.
- Maintain current inventory of all fixed assets within department.
- Oversee process of cleaning, repairing, and storing all dance equipment.
- Develop and implement plans for dance 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 the Texas Education Agency, 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.

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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- Apply and enforce student discipline in accordance with the Student Code of Conduct and student handbook.
- Accompany and supervise students on out-of-town trips.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- 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.
- Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- May provide support to Principal on staffing and evaluation of assistant dance director(s).

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree in education or related field from an accredited college or university.
- Valid Texas teaching certificate.
- Must be certified in CPR, First Aid, and Automated External Defibrillator (AED) use.

Knowledge/Skills/Abilities:

- Knowledge of all UIL and TEA rules pertaining to dance.
- Skill in instruction; communication; public relations; organization; leadership; and managing budget and staff.
- Ability to assess curriculum and instruction; and willingness to advance knowledge by attending workshops, conventions, and staff development sessions.

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 work day.
- 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.

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