

## HIGH SCHOOL DANCE ASSISTANT DIRECTOR

Rev. Jun 2022

**Job No.:** T483

**FLSA Status:** Exempt

**Reports to:** Principal & District Fine Arts Director's **Pay Grade:** Teacher Scale + Stipend

**Dept./Campus:** Assigned Campus

**Term:** 187 Days

### PRIMARY PURPOSE:

To provide students with an opportunity to participate in extracurricular dance activities and ensure compliance with all state, University Interscholastic League (UIL), and district requirements and develop a lifelong appreciation for 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, performances, etc. High School Assistant Dance 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 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

- Support the Dance Director to direct the high school dance and dance team performers.
- Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in dance and dance team.
- Provide for dance participation at extra-curricular events including football games, pep rallies, parades, and shows.
- Arrange transportation, lodging, and meals for out-of-town events.
- Comply with federal and state laws, State Board for Educator Certification (SBEC) rules, TEA and UIL rules, and board policy pertaining to dance and dance team.
- Support dance and dance team booster club activities.
- 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.
- Oversee process of maintaining and storing all dance equipment.
- Prepare lessons that reflect accommodations for individual student needs.
- 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 assessment.
- Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Enforce student discipline in accordance with Student Code of Conduct and LISD Dance Team Student Handbook.
- Accompany and supervise students on out-of-town trips.
- 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.

## **HIGH SCHOOL DANCE ASSISTANT DIRECTOR**

**Rev. Jun 2022**

- Establish and maintain open communication by conducting conferences with parents, students, principals, teachers, and the fine arts office.
- 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**

- None.

### **GENERAL QUALIFICATION GUIDELINES**

#### **Education/Certification/Experience:**

- Bachelor's degree in dance education or related field from an accredited college or university.
- Valid Texas teaching certificate.

#### **Knowledge/Skills/Abilities:**

- Knowledge of overall operation of a dance program; and all UIL and TEA rules pertaining to dance and dance team.
- Skill in instruction; leadership; communication; public relations; organization; and willingness to advance knowledge by attending workshops, conventions, and staff development sessions.
- Ability to 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.