



Position: Secondary Teacher

Assignment: HS Dance/Drill Team Director - Head

Wage/Hour Status: Exempt

Reports to: Principal

Pay Grade: TC100/187 days

Dept./School: Assigned Campus

Date Revised: Spring 2024

Primary Purpose:

Direct and manage curricular and extracurricular aspects of the High School Dance and Drill Team programs. Collaborate with campus administration and district personnel, the Fine Arts department, booster organization, parents, and community members to provide outstanding program experiences for students. Prepare, facilitate, and coordinate quality student group performance opportunities through engagement in varsity football games and dance showcase/recital performances. Provide classroom and enrichment instruction supporting students' individual and collective development through dance performance. Oversee and support booster organization endeavors. Ensure compliance with all federal, state, and University Interscholastic League (UIL) policies as well as all local requirements.

Qualifications:

Minimum Education/Certification:

- Bachelor's Degree from accredited university in Dance Education
- Valid Texas teaching certificate in Dance
- UIL Safety Certification (annual renewal)
- AED/CPR Certification (biannual renewal)

Special Knowledge/Skills/Experience:

- Thorough knowledge of District, State, UIL, and other organizational rules governing the dance/drill team programs and extensions, including the booster organization
- Knowledge of best pedagogical practices in dance
- Ability to implement policy and ensure compliance with all applicable procedures
- Ability to plan, implement, and coordinate related systems and activities
- Ability to manage budget and personnel
- Proficient use of technology and technological systems
- Possess strong organizational, communications, public relations, and interpersonal skills
- Experience serving as Head or Assistant Dance/Drill Team Director with a record of substantive student participation, student achievement, and successful performance endeavors during this tenure

Major Responsibilities and Duties:

- Collaborate with assistant director to develop and implement grade 9-12 Dance curriculum, including benchmarks, philosophy, methods, techniques, and terminology in conjunction with TEKS, SBOE policies and TEA guidelines.

- Ensure subjective programming and design components meet community standards; seek consultation and advisement from campus administration and the Director of Fine Arts regarding potentially sensitive programmatic components.
- Conduct ongoing evaluations 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.
- Ensure lessons include appropriate accommodations for individual education plans.
- Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.
- 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, secure and safeguard students.
- Ensure that programs are cost-effective, and funds are managed wisely.
- Compile budgets and cost estimates based on documented program needs.
- Coordinate fundraising activities and manage funds in collaboration and coordination with booster organization.
- Maintain current inventory of all district-owned equipment, uniforms, and fixed assets.
- Oversee processes of cleaning, repairing, and storing dance related equipment.
- Oversee district facility usage and maintain facility security, order, and cleanliness.
- Take all necessary and reasonable precautions to protect, secure and safeguard dance equipment, materials, and facilities.
- Establish and maintain open, consistent communication with parents, students, campus administration, and other teachers through email, phone call, personal interchange, conference, etc.
- Communicate program calendar items to participating families and according to calendar scheduling expectations at the campus and district levels.
- Maintain professional relationships with colleagues, students, parents, and community members.
- Collaborate with Head Band Director to select music for combined halftime performances.
- Maintain confidentiality.
- Assist with recruitment, selection, training, supervision, and evaluation of assistant dance/drill team director.
- Oversee all program-engaged supplemental personnel (clinicians, instructors, choreographers, etc.); ensure all individuals complete district clearance processes prior to service and abide by all district policies.
- Monitor performance of high school assistant dance/drill team director and all program-engaged supplemental personnel brought in to work with students.

Mental Demands/Physical Demands/Environmental Factors:

- Standard office equipment including personal computer and peripherals
- Prolonged sitting and standing; occasional bending/stooping, twisting
- Repetitive hand motions, frequent keyboarding, and use of touchpad/mouse; frequent walking and dancing; occasional climbing
- Occasional lifting and carrying (up to 15 pounds)
- Work in indoor and outdoor environments, sometimes in adverse weather conditions; Work at elevated heights; Occasional local and statewide travel
- Maintain emotional control under stress; Intermittent prolonged or irregular hours; work with frequent interruptions

OTHER: All employees are to follow district safety protocols and emergency procedures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name