



## **JOB DESCRIPTION**

### **DRAMA TEACHER (PART-TIME) - SADLER ARTS ACADEMY**

April 2026

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<b>Position Type:</b>	<b>Certified</b>
<b>Reports to:</b>	<b>Building Principal</b>
<b>Department:</b>	<b>Instruction</b>
<b>Pay Scale:</b>	<b>Certified Teacher Scale</b>
<b>Contract Days:</b>	<b>180</b>
<b>Job Number:</b>	<b>210</b>

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## **POSITION SUMMARY**

The part-time Drama Teacher at Sadler Arts Academy provides engaging, standards-based theatre instruction for students in grades K–8. This position focuses on developing students’ creativity, communication skills, collaboration, and confidence through drama and performance, while aligning all instruction to the Oklahoma Academic Standards for Fine Arts (Drama/Theatre). The schedule for this position will be determined in coordination with the building principal.

The certified dance teacher supervises and develops lessons for students; is responsible for partnering with families through collaboration, communication, and education; performs all other duties assigned in accordance with District policies and terms of the teacher contract.

## **QUALIFICATIONS/JOB REQUIREMENTS**

- Bachelor’s degree in Theatre, Drama, Fine Arts, Education, or a related field
- Valid Oklahoma teaching certification (or ability to obtain certification)
- Knowledge of Oklahoma Academic Standards for Fine Arts (Drama/Theatre)
- Experience working with elementary and/or middle school students preferred
- Strong classroom management, organization, and communication skills
- Ability to engage and inspire students across a wide age range (K–8)
- Preferred Attributes:
  - Experience directing or producing student performances
  - Background in multiple theatre techniques (e.g., improvisation, stage movement, voice, technical theatre basics)
  - Commitment to arts integration and whole-child education
  - Growth mindset and collaborative approach within an arts-focused school culture

## **DUTIES AND RESPONSIBILITIES**

Employees holding this assignment may perform some or all of the following tasks. An individual must be able to successfully perform the essential functions of this position with or without a reasonable accommodation. Other duties may be assigned as necessary by the Building Principal.

- Become knowledgeable of District policies, processes and guidelines.
- Comply with applicable District, state, local and federal laws, rules and regulations.
- Effectively use computers and technology to support effective instruction and student learning.
- Attend work regularly and be punctual.
- Plan and deliver developmentally appropriate drama instruction aligned to Oklahoma Academic Standards for Fine Arts – Drama/Theatre
- Teach foundational theatre skills, including acting, voice, movement, improvisation, storytelling, and character development
- Scaffold instruction across grade levels (K–8) to build a coherent progression of theatre skills and concepts
- Incorporate the four artistic processes outlined in Oklahoma standards: Create, Perform, Respond, and Connect
- Facilitate student engagement in creative expression through scripted and unscripted performances
- Differentiate instruction to meet diverse student needs, abilities, and learning styles
- Foster a safe, inclusive, and structured classroom environment that encourages risk-taking and collaboration
- Integrate literacy, speaking/listening skills, and cross-curricular connections into drama instruction
- Prepare students for informal and formal performances, showcases, or school events as appropriate
- Assess student learning using standards-based rubrics and provide actionable feedback on performance and growth
- Collaborate with classroom teachers and arts staff to support arts integration and school-wide initiatives
- Maintain effective classroom management aligned with school expectations
- Ensure student safety and proper use of space during movement and performance activities
- Communicate clearly with staff and families regarding student progress and program opportunities
- Participate in faculty meetings, professional development, and school events proportional to part-time status

**WORKING CONDITIONS:**

- Must be able to sit or stand for prolonged periods.
- Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer, and other office equipment.
- Must be able to review written materials in print and electronic formats.
- Must be able to complete job duties in an environment where background noise and frequent interruptions.

**ACKNOWLEDGEMENT:**

I have read and understand the above requirements, responsibilities, and working conditions for this position and certify that:

\_\_\_\_\_ I have the ability to perform the functions of this position either with or without a reasonable accommodation.

\_\_\_\_\_ I do not have the ability to perform the functions of this position either with or without a reasonable accommodation.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

***Muskogee Public School District is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Muskogee Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.***