

**Job Title:** Head Theatre Director - MS

**Wage/Hour Status:** Exempt

**Reports to:** Principal **Pay Grade:** Teacher

**Dept./School:** Middle School **Date Revised:** 11-24-14

**Primary Purpose:**

Direct and manage the overall theatre program for the campus while coordinating with the feeder elementary schools. Provide students with opportunities to participate in both curricular and extracurricular theatre activities and ensure compliance with all state, University Interscholastic League (UIL), and district requirements. Plan activities to achieve district, region, state and national recognition.

**Qualifications:**

**Education/Certification:**

Bachelor's degree from an accredited college or university  
Valid Texas teaching certificate in Theatre Education or similar

**Special Knowledge/Skills:**

Knowledge of overall operation of theatre program  
Knowledge of technical theatre program  
Ability to manage budget and personnel  
Knowledge of state and UIL policies governing theatre  
Ability to implement policy and procedures  
Ability to interpret data  
Strong communication, public relations, and interpersonal skills  
Strong background in theatre pedagogy  
Strong classroom management skills  
Ability to work with large groups of students and maintain a well disciplined, focused, productive environment

**Experience:**

Minimum three years teaching/theatre directing and experience with UIL competitions

**Major Responsibilities and Duties:**

Align the major functions of the assignment with district goals such that all students succeed.

**Program Planning**

1. Direct middle school theatre performers, including musicals, One Act Play, small ensembles, and individual performers.
2. Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in theatre.
3. Provide for theatre participation at curricular and extracurricular events, including local performances, contests, public performances and UIL activities.
4. Arrange transportation, lodging, and meals for out-of-town events.
5. Comply with federal and state laws, State Board of Education rules, UIL rules, and board policies.

6. Recommend policies to improve program.
7. Work collaboratively with other teachers, directors and administrators for the highest levels of student achievement.
8. Take initiative and be proactive in problem solving.
9. Continually evaluate student performance and achievement data. Use that data to determine areas in need of improvement.
10. Be accessible to students and staff program-wide.

### **Administrative**

1. Assist and cooperate fully and willingly with other theatre directors in a unified effort to improve all the theatres in the district and to support one another.
2. Maintain student accountability with regard to individual performance and participation standards.
3. Apply grading criteria that reflect student accountability and that is in alignment with the expectations of the Director of Fine Arts and the District.
4. Assist and, when assigned, coordinate the hosting of special events such as production auditions, clinics, etc.
5. Maintain confidentiality with professional matters and sensitive issues, and follow proper protocol in addressing concerns.

### **Budget and Inventory**

1. Ensure that programs are cost-effective and funds are managed wisely.
2. Take primary responsibility of all expenditures throughout the program.
3. Compile budgets and cost estimates based on documented program needs.
4. Coordinate fundraising activities and manage funds.
5. Maintain current inventory of all fixed assets within department.
6. Oversee process of cleaning, repairing, and storing all theatre equipment.

### **Instruction**

1. Team teach other theatre classes as required and as the schedule permits.
2. Align rehearsal standards, teaching styles, rehearsal priorities, ensemble fundamentals, etc., with the district curriculum, scope and sequence, Director of Fine Arts and with other staff as required.
3. Utilize and, when necessary, create supplemental instructional materials to develop individual and ensemble proficiency among students.
4. Prepare students to advance by developing theatre skills and personal responsibility and accountability.
5. Maintain regular after school rehearsal schedules.

6. Monitor and assess student performance through class and after school sessions and instruction.
7. Assist students at all levels in preparation for tryouts and clinics.
8. Assist with the design and implementation of curricular and extra-curricular events such as instructional events, transitional and introductory events, etc.
9. Develop and implement plans for the theatre program and show written evidence of preparation as required.
10. Prepare lessons that reflect accommodations for individual student differences.
11. Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations.
12. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
13. Conduct ongoing assessments of individual student achievement through formal and informal testing, performances and evaluations.
14. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.

### **Student Management**

1. Apply and enforce student discipline in accordance with the Student Code of Conduct and student handbook.
2. Accompany and supervise students on out-of-town trips.
3. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

### **Communication**

1. Establish and maintain open communication by conducting conferences with students, parents, teachers, principals and district level administrators.
2. Maintain professional relationship with colleagues, students, parents, and community members.
3. Communicate effectively with all directors on staff at assigned campus and throughout the district regarding expectations.

### **Personnel Management**

1. Assist with recruitment, selection, training, supervision, and evaluation of Assistant Theatre Directors.

### **Other Considerations**

1. Actively and regularly pursue formal professional growth opportunities beyond those required of the District (e.g., Young Educator's Seminars, Texas Educational Theatre Association Professional Development clinics, etc.)
2. Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress.

3. Ability to problem-solve, to work collaboratively with others and to work on multiple projects/tasks within a given period of time.
4. Ability and willingness to travel to other campuses within the district as needed.

**Supervisory Responsibilities:**

Monitor the performance of Assistant Theatre Director.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Frequent district and occasional statewide travel; prolonged and irregular hours; outdoor and indoor work; exposure to sun, heat, cold, and inclement weather.

Bryan ISD is an equal opportunity employer. All applicants are considered for all positions without regard to race, color, national origin, religion, sex, marital or veteran status, medical condition, or disability, or any other legally protected reason.

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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.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_