



**JOB DESCRIPTION**  
SCHOOL DISTRICT U-46  
HUMAN RESOURCES

<b><u>Position / Title:</u></b> Drama Club	
<b><u>Bargaining Unit:</u></b> NAC	<b><u>Department/Location:</u></b> HS Activities
<b><u>Calendar Days:</u></b> N/A	<b><u>Reports To:</u></b> Building Athletic/Activities Director
<b><u>JD Revision Date:</u></b> 12/11/2023	<b><u>Supervises:</u></b> N/A

### Function / Position Summary

To build and maintain a high-quality school Drama Club, focusing on student-centered activities, developing student sense of belonging, and engaging students in theatre and technical opportunities in support of the Theatre Program.

### Job Duties / Responsibilities

- Communicate effectively with parents, students, administrators, teacher colleagues, and community leaders.
- Maintain high expectations for student achievement and behavior and motivate students to work to their highest potential.
- Maintain equipment associated with the activity.
- Demonstrate prompt and regular attendance.
- Create an environment appropriate for the physical, social, and emotional development of students.
- Cultivate a positive, harassment free culture which motivates students through the use of effective communication and constructive feedback.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Apply and enforce student discipline in accordance with the Student Code of Conduct and appropriate student handbook.
- Hold Twice-Monthly Meetings.
- Coordinate club-sponsored events.
- Coordinate fundraiser opportunities.
- Attendance at Freshman Orientation and incoming 8th Grade Night, as applicable.
- Manage Finances and Administrative Paperwork for the Organization.

### Education

- Bachelor's Degree in Education preferred
- Appropriate Professional Educator's License (PEL) preferred  
-OR-
- High School Diploma required
- Related coursework and/or previous related experience required

### Experience / Knowledge

- Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback, and to conduct conferences as needed with parents, students, administrators, or other teachers.
- Strong communication, public relations, and interpersonal skills.
- Ability to effectively present information and respond to questions, inquiries, and/or complaints.



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- Display courtesy, tact, and respect when dealing with others.
- Maintain appropriate confidentiality.
- Establish and maintain effective working relationships; demonstrate a commitment to teamwork.
- Ability and willingness to learn and refresh job skills through professional development in order to meet the changing needs of this position.
- Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent unscheduled interruptions, and perform duties and tasks at expected levels of professionalism.
- Spanish language skills preferred.

### **Physical Demands**

- Occasionally requires physical exertion to manually move, lift, or carry heavy materials or equipment.
- Must work in noisy and crowded environments.

### **Terms of Employment**

- This is an Appendix F stipend position in accordance to the school year calendar.
- For Non-ETA Coaches: this position is for this year only.
- Terms of employment will be determined in collaboration with the athletic/activity director.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_