



JOB DESCRIPTION
SCHOOL DISTRICT U-46
HUMAN RESOURCES

Position / Title: IHSA Short Film	
Bargaining Unit: NAC	Department/Location: HS Activities
Calendar Days: IHSA Calendar	Reports To: Building Athletic/Activities Director
JD Revision Date: 12/11/2023	Supervises: N/A

Function / Position Summary

To build and maintain a high-quality film-making program, focusing on best-practice, student-focused activities to give students experience in producing, directing, and acting while using an electronic medium, and coordinating with theatre program to provide opportunities for students.

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 conducive to learning and appropriate for the physical, social, and emotional development of students.
- Cultivate a positive, harassment free, instructional 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.
- Train students in script writing, directing, acting, cinematography, editing, sound, and lighting.
- Secure rehearsal spaces and filming locations.
- Maintain equipment inventory.
- 30 hours of meetings/filming/editing/rehearsals.
- IHSA state series, as applicable.
- 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

- Previous acting experience preferred.
- Previous directing experience preferred.

- Knowledge of film editing required.
- 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.
- 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:** _____