



JOB DESCRIPTION
SCHOOL DISTRICT U-46
HUMAN RESOURCES

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

Function / Position Summary

To build and maintain a high-quality theatre program, focusing on best-practice, student-focused instruction to provide opportunities for students.

Job Duties / Responsibilities

- Implement researched-based instructional strategies that engage all students, differentiating to accommodate a range of ability levels, and acknowledging a variety of cultural backgrounds in order to support student learning and growth.
- 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.
- Assists Director in creating stage blocking and general show design
- Works with students to create/procure costumes for the production.
- Works with students to create/procure properties for the production.
- Assists Director in securing rehearsal spaces
- Assists Director in creating/arranging publicity and graphic design needs (programs, posters, etc.)
- Assists Director in arranging and coordinating parent volunteers as needed
- Assists Director in managing finances for the production
- 80 Hours of rehearsal
- Attend all shows

Education

- Bachelor's Degree in Education preferred
- Illinois Professional Educators License 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 show production preferred.
- 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 working in warm temperatures, including under stage lights.
- Occasionally requires physical exertion to manually move, lift, or carry heavy materials or equipment.
- Must work in noisy and crowded environments.
- Public contact requiring appropriate business-like apparel.

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:** _____