

**Jefferson School District
Job Description**

Job Title: Drama (extra duty)
Reports To: Principal
FLSA Status: Exempt

JOB SUMMARY

This position provides performing arts education services to a variety of students in a classroom and afterschool setting. Instructs students, maintains student discipline and is responsible for student academic achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Follows all current state and federal laws and administrative rules pertaining to public school teachers.
3. Develops and maintains an environment conducive to effective learning within the limits of the resources provided by the District.
4. Instructs students.
5. Assigns relevant homework.
6. Tests and evaluates students' abilities and progress, as applicable.
7. Directs students in dramatic performances (plays, musicals).
8. Directs regular rehearsals (non-class time) in preparation for dramatic performances.
9. Completes required paperwork in specified time and manner.
10. Plans a program of study that meets the individual needs, interests and abilities of students.
11. Assists in the selection of scripts, equipment and other instructional materials.
12. Designs and implements appropriate instruction of subject assigned in accordance with student and district needs.
13. Utilizes a variety of instructional techniques and instructional media, consistent with the needs and capabilities of the individuals or student groups involved.
14. Assesses the accomplishments of students on a regular basis and maintains such records as required by law and by District policy.
15. Takes all responsible precautions to provide for the health and safety of the students and to protect equipment, materials and facilities.
16. Works to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of their students.
17. Works to establish and maintain open lines of communication with the administration, other staff members and District patrons.
18. Cooperates with other members of the staff in planning instructional goals, objectives, curriculum and instructional methods.
19. Assists the administration in implementing policies and rules governing student activities and conduct.
20. Maintains appropriate certifications and training hours as required.
21. Complies with applicable District, state, local and federal laws, rules and regulations.

22. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
2. Attends staff meetings.

SUPERVISORY RESPONSIBILITIES

May supervise and direct the work of instructional assistants and/or teacher aide(s). All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Bachelor's degree (B.A.) or equivalent from four-year college or university or at least one year related experience and/or training or equivalent combination of education and experience. Master's degree (M.A.) or equivalent strongly preferred. Prior successful experience teaching performing arts in a school setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with and teach adolescent students.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of instructions in varying forms and deal with several abstract and concrete variables. Ability to problem solve and deal with a variety of concrete variables in situations where only limited standardization exists.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. Ability to proficiently use the following programs strongly preferred: MS Word, Excel, Groupwise, Pinnacle and Web Portal.

- **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of adolescent students. Possesses knowledge of effective behavior management methods. Ability to meet time lines and work non-standard hours to achieve results.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Must have a valid teacher's license and subject specific endorsement(s) through the Teachers Standards and Practices Commission (TSPC), CPR/First Aid card and Oregon Driver License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move 25 pounds and occasionally up to 50 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a standard classroom and stage setting. The noise level in the work environment is usually moderate, but occasionally high depending upon student population and activities. Employee may be exposed to work in high, precarious places and fumes or airborne particles (set design). Employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA

Prepared Date: February 2010

I have read and understand this job description.

Signature: _____

Date: _____