

**TITLE:** Director of Drama Tier A (High School)

**QUALIFICATIONS:**

1. Florida teaching certificate.
2. Current employee of the school district.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal/Director or designee

**JOB GOAL:** To perform supplemental duties and responsibilities that support a comprehensive high school drama program.

**ESSENTIAL FUNCTIONS:**

1. Prepares students for the following performances and competitions: One mainstage production, one small-scale production, and one competition/festival.
2. Coordinates dates and times for drama activities with the principal or designee.
3. Coordinates the selection of casts and other participants necessary for the production.
4. Supervises students at all rehearsal sessions.
5. Be responsible for obtaining all props, sets, costumes and equipment necessary for the performance of the activities, and returning borrowed items.
6. Arranges for transportation, chaperones and lodging when necessary.
7. Keeps inventories of school property.
8. Coordinates all publicity, financial arrangements and ticket sales.
9. Assists administration with preparation and monitoring of the budget relating to drama activities, following established internal accounting procedures in collecting monies and in purchasing.
10. Establishes written guidelines for awards and special recognition.
11. Supervises the conduct of students in all drama activities.

**OTHER RESPONSIBILITIES:**

1. Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.)
2. Adheres to school district policies and procedures.

**PHYSICAL REQUIREMENT:**

This position requires exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Dates for work year based on the district's school calendar. Work year will be 196 days and a supplement to be determined by Schedule B of the Teacher/District Contract.

**ASSESSMENT:**

The principal or designee will assess the effectiveness of the High School Drama Director Tier A annually with respect to performance of the essential functions.

Adopted: 05-30-2002