

OXNARD UNION HIGH SCHOOL DISTRICT

DRAMA COACH

BRIEF DESCRIPTION OF POSITION:

The Drama Coach shall, under the direction of the Principal and the immediate supervision of the Assistant Principal, organize and produce the major drama presentations which are not part of the regular drama classroom program.

MAJOR DUTIES AND RESPONSIBILITIES:

- a. Selects appropriate scripts.
- b. Casts productions.
- c. Schedules rehearsals.
- d. Arranges for production facilities.
- e. Arranges for advertising.
- f. Stays within the financial constraints set by the Principal.

OTHER DUTIES AND RESPONSIBILITIES:

- a. Monitors the selling of tickets.
- b. Arranges for the proper receipt, deposit and accounting of funds.
- c. Insures that the level of participation demanded is not a detriment to students in other classes.
- d. Maintains proper supervision of students.
- e. Informs the Director of Student Activities of calendar events.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print and for depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.

EXTRA DUTY PAY:

The Drama Coach's pay shall be based on the extra duty rate of pay stated in the current certificated contract.

Revised: 8-82
Updated 7-97