

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Varsity Dance Team Advisor/Director

QUALIFICATIONS:

1. High School Diploma
2. Demonstrates knowledge of, interest in, and aptitude for coaching dance. (i.e. has some training in dance and is thus able to use appropriate dance terminology and teach proper technique.)
3. Possesses excellent communication, public relations, and organizational skills.
4. Has or is willing to obtain Category I—Bloodborne Pathogens Training, CPR Training and Child Abuse Training.

REPORTS TO: Activities Director

JOB GOAL: To help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem. To provide leadership and direction for the dance program and all participating students.

SUPERVISION: Supervises and provides leadership and direction to team members.

PERFORMANCE RESPONSIBILITIES:

1. Cooperate with the athletic director on all matters pertaining to the scheduling of contests and the purchasing of equipment.
2. Notify parents and students of dates and times of practice sessions and directions to clinics, competitions, and other performances.
3. See to it that facilities and equipment are ready for use and that equipment is issued.
4. See to it that all uniforms and equipment are approved by the A.D. and a Purchase Order written before any equipment is ordered.
5. Recruit team captains/team managers for the season and instruct and guide them.
6. Begin practice in mid to late August to begin preparation for all fall performances.
7. Organize, oversee, and conduct all practice sessions.
8. Cooperate with other coaches whenever facilities must be shared.
9. Reserve, in advance, the football field and High School pit-gymnasium to hold practices near performance times.

Page 2 – Varsity Dance Team Advisor/Director

10. Insure that all athletes have a physical examination by a medical doctor, an emergency form and a Parent/Student Handbook form signed by the athlete and his/her parent. Athletes who have not met this requirement will not be allowed to practice and participate in game activities.
11. Accompany squad to all home and away competition and performances.
12. See that team members are well groomed (hair pulled away from face, no jewelry, no gum, make-up, and dressed in proper dance attire) for all performances, and that each member's conduct represents the school and community properly.
13. Require all team members to travel to and from performances and competitions with the squad unless a player is turned over to his/her parents for the return trip only when direct contact is made with the parents.
14. Insure that all team members have a way home after the team has returned from a road trip.
15. Insure that all team members have a copy and understand the training rules set by the state, district, school, and coach.
16. Insure that training rule violations are reported to the A.D.
17. Instruct team members on proper use and care of equipment and uniforms.
18. Insure that all uniforms are checked in, repaired, cleaned, and properly stored.
19. Maintain inventory of all uniforms and recommend to the A.D. those new items to be purchased for the following season.
20. Insure that injuries are cared for in a professional manner, including the notification of the trainer, player's parents, and doctor/hospital, if necessary.
21. Plan and organize all dance competitions, including ordering additional costuming, selecting and editing music, planning choreography, organizing transportation and lodging, etc.
22. Notify/coordinate with the Activities Secretary/Director of all practices, performance dates, and competitions.
23. Notify North Scott Press/QC Times about performances, clinics, camps, and fundraisers.
24. Other duties as assigned

SKILLS AND ABILITIES: Excellent human relations, and verbal and written communications skills. Excellent organizational skills. Ability to relate positively with staff, parents, student, and community. Demonstrates ability to produce results through previous assignments. Demonstrates leadership ability and a desire to lead. Knowledge and aptitude for coaching dance.

Page 3 – Varsity Dance Team Advisor/Director

TERMS OF EMPLOYMENT: Ten Month year. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: _____ Date: _____

Reviewed and agreed to by _____ Date: _____
(Incumbent)

(This job description contains only measurable performance responsibilities)

3/18/03