

## NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Assistant Drama Director – High School

HOURS: Vary

## QUALIFICATIONS:

1. Demonstrated knowledge of, interest in, and aptitude for coaching drama.
2. Excellent communication skills, public relations, and organizational skills.
3. Ability to relate positively with staff, parents, students, and community.
4. Demonstrated ability to produce results through previous assignments.
5. Demonstrated leadership ability and a desire to lead.

REPORTS TO: High School Activities Director

JOB GOAL: To function as producer for the various Lancer Productions projects. To assist the program director.

## PERFORMANCE RESPONSIBILITIES:

1. Advertising: work with students, solicit ads for play programs, and supervise design for programs, posters, t-shirts. Write and distribute press releases for area radio and TV public service ads, set up photo shoots with the North Scott Press and photographer, send thank you notes to patrons for advertising.
2. Newsletter: Supervise students with Lancer Production Newsletter to parents.
3. Supervise the production of the plays/programs.
4. Supervise the t-shirt sale and distribution.
5. Assist program director with all Lancer Productions events to include: Summer organizational meeting, fall get-acquainted activity, Potluck, LP fall and spring dances, Iowa Thespian Festival, Christmas coffee House, Children's Workshop, LP weekly meetings, other to include attending the International Thespian Conference, University of Nebraska-Lincoln.
6. Meeting, fall get acquainted activity, Potluck, LP fall and spring dances, Iowa Thespian Festival, Christmas Coffee House, children's Workshop, LP weekly meetings, other to Include attending the International Thespian Conference, University of Nebraska – Lincoln.
7. Direct one of the three major Lancer Productions of the season.
8. Duties may be adjusted to enhance the areas of strength of the assistant coach.
9. Other duties as assigned.

TERMS OF EMPLOYMENT: All working conditions are contained within the Master Agreement between the Board of Directors and the North Scott Education Association

EVALUATION: This position will be evaluated using a district-approved evaluation Procedure, i.e. teacher, classified, etc.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by \_\_\_\_\_ Date: \_\_\_\_\_  
(Incumbent)

(This job description contains only measurable performance responsibilities).

5/12/03