

## NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Head Drama Director – High School

HOURS: Vary

### QUALIFICATIONS:

1. Possession of Iowa Teaching Certificate
2. Demonstrated knowledge of , interest in, and aptitude for coaching drama.
3. Excellent communication skills, public relations, and organizational skills.
4. Ability to relate positively with staff, parents, students, and community.
5. Demonstrated ability to produce results through previous assignments.
6. 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.

### PERFORMANCE EXPECTATIONS:

1. Sponsor Lancer Productions
2. Sponsor Thespian Troupe #739

### PERFORMANCE RESPONSIBILITIES:

1. Guide and set the overall tone for the Drama Program. Maintain standards of excellence in the productions sponsored by Lancer Productions in both performance and behavior that maintain the tradition of award winning theatrical productions.
2. Maintain communication with area Thespian Productions.
3. Attend with students, the Iowa State Thespian Festival held the second week of November each fall. Encourage students to perform full-length presentations, one acts, Cutting, or individual events at the festival.
4. Encourage and sponsor seniors to apply and compete for the Thespian Scholarship in acting and technical theater.
5. Sponsor State Thespian Officer if one is elected.
6. Responsible for all business related procedures including: registrations, fees, monthly purchase orders, hiring of support staff for the musical and other productions as needed.
7. Maintain good communication with parents of students involved in Lancer Productions.
8. Continue to build the program with effective recruitment and publicity.
9. Supervise the planning of the various student run events: Summer organizational board meeting, fall get-acquainted potluck, fall dance, Christmas Coffee House, Children's Workshop, Spring Dance, LP Awards potluck and Thespian Initiation, and car wash and LP weekly meetings.

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10. Attend all Lancer Productions events. Some duties may be shared by the assistant but head director must make sure all events are appropriately sponsored and chaperoned.

11. Sponsor any fundraisers of necessary or offset expenses.
12. Direct two o the three seasons main stage productions.
13. Sponsor students and encourage students to perform in competitive settings.
14. Sponsor and encourage students to participate in public service activities that use their performance skills.
15. Sponsor and encourage students to view other school's productions.
16. Sponsor and encourage students to view other productions, both amateur and professional.
17. Sponsor and encourage students to perform in settings outside North Scott High School.
18. 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