



SUPPLEMENTAL

ACADEMIC SPONSOR - SPEECH AND DRAMA

JOB DESCRIPTION

JOB TITLE: Academic Sponsor - Speech and Drama
REPORTS TO: Principal
LOCATION: High School
AVAILABLE: 1 |

FLSA STATUS: Supplemental
PAY GRADE: SUP-03
ASSIGNMENT: One Year with Application
JOB ID & DATE: SUP-30 | October 2023

JOB PURPOSE SUMMARY

In addition to the core responsibilities outlined in the individual's primary role job description, the Speech and Drama Sponsor is responsible for fostering the development of students' communication skills, creativity, and self-confidence through speech and drama activities. This involves organizing and supervising drama clubs, speech competitions, and other related extracurricular activities. The sponsor creates a nurturing and inclusive environment where students can explore and express themselves through various forms of theatrical and public speaking arts.

REQUIREMENTS | SKILLS

Education Level | Licensure | Work Experience

See Primary Job Description.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and implement a comprehensive speech and drama program for students
- Lead or oversee extracurricular clubs related to speech and drama. These clubs may include drama clubs, debate teams, speech clubs, and more. Sponsors plan meetings, rehearsals, and activities for these groups.
- Provide coaching and instruction to students participating in speech and drama activities. This can involve teaching acting techniques, public speaking skills, script analysis, and improvisation.
- Coordinate and oversee various events and productions, such as talent shows, speech and debate tournaments, and other dramatic performances. This includes selecting scripts, organizing auditions, and managing the technical aspects of productions.
- Cover topics such as acting techniques, public speaking, script analysis, and improvisation.
- Create a supportive and stimulating classroom environment where students can explore their creativity and develop their communication skills.
- Collaborate with other school staff to ensure the smooth execution of events.
- Provide one-on-one coaching and feedback to students, helping them refine their acting and public speaking skills.
- Encourage individual growth and self-expression.

- Serve as a mentor and advisor to students interested in pursuing careers or further studies in drama, theater, or related fields.
- Offer guidance on auditions, applications, and opportunities within the performing arts.
- Assess student progress and provide regular feedback on their performances and projects.
- Monitor and report on students' development in speech and drama.
- Promote a diverse and inclusive environment by exploring various forms of drama from different cultures and backgrounds.
- Manage the budget allocated for speech and drama programs, ensuring resources are used efficiently and effectively.

VALUES AND PRINCIPLES

- Upholds the values of fair play and integrity at all times and treats students and spectators with the utmost dignity and respect. This entails adhering to the following principles: engage in constructive and positive communication with participants, provide guidance, feedback, and encouragement to nurture their growth as members of the group and as individuals; embrace the spirit of competition by acknowledging the hard work and dedication of others; encourage participants to compete vigorously while maintaining respect for their peers; demonstrate composure and professionalism even in the face of challenging situations; create an inclusive and welcoming environment for all participants and spectators, regardless of their backgrounds, abilities, or affiliations; and uphold a zero-tolerance policy for negative, derogatory, or discriminatory language.