

Title: Upper School Drill Team Director
Classification: Stipend

Status: Part-time
Reports to: Director of Parish Arts

JOB SUMMARY

Parish Episcopal School seeks an experienced, collaborative, and creative Upper School Drill Team Director to lead the Parish Rosettes. The drill team director will be responsible for leading and managing all aspects of the drill team program, including choreography, practices, performances, competitions, and team development. This individual will play a pivotal role in fostering a positive and inclusive team culture, promoting discipline, teamwork, and excellence in performance. This part-time position begins in the summer with officer camp and line camp and continues throughout the '24-'25 school year.

Parish Episcopal School is a Pre-k through 12th grade coeducational private school of approximately 1190 students located on two campuses in north Dallas. Parish is committed to a high-quality college preparatory experience and engaging students in a balanced learning environment through challenging core curriculum and strategic programs that develop and inspire.

In Parish Arts, we encourage creativity through meaningful immersive experiences that nurture and ignite passions for the performing and visual arts. We strive to enrich the lives of students and foster belonging in the community as performers, creators, and appreciators of all arts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Create innovative and engaging dance routines for performances, competitions, and events. Ensure routines are age-appropriate, diverse in style, and align with the team's skill level and capabilities. Collaborate with team leadership and members to incorporate their input and ideas into choreography when appropriate.
 - Plan and lead regular team practices, focusing on technique, skill development, and routine execution. Coordinate practice schedules, ensuring efficient use of time and resources. Monitor team progress and provide feedback for improvement.
 - Provide leadership and guidance to drill team members, promoting a positive and respectful team environment. Conduct regular team meetings to discuss goals, schedules, and upcoming events. Mentor and support team members in their personal growth, both as dancers and individuals.
 - Organize and oversee all performances, including school events, pep rallies, community shows, and competitions. Prepare the team for competitions and coordinate with Parish Arts admin to arrange registration, travel arrangements, and logistics.
 - Communicate effectively with parents/guardians regarding team activities, schedules, volunteer coordination and expectations. Foster positive relationships with the community through performances and outreach events.
 - Serve as a dynamic colleague and professional, collaborating with department and divisional colleagues.
 - Ensure that programs are cost-effective, and funds are managed wisely. Compile budgets and cost estimates based on documented program needs.
 - Maintain current inventory of all equipment, uniforms, and other items associated with the drill team program. Oversee processes of cleaning, repairing, and storing drill team related equipment.
 - Collaborate on studio usage with Parish Arts dance faculty and maintain studio order and cleanliness.
 - Take all necessary and reasonable precautions to protect, secure and safeguard dance equipment, materials, and facilities.
 - Work closely with the drumline and cheer coordinators to create a cohesive and collaborative spirit program.
 - Maintain confidentiality.
 - Assist with recruitment, selection, training, supervision, and evaluation of assistant dance/drill team director.
 - Promote the School's statement of mission and philosophy.
 - The use of technology in instruction is an expectation as well as being able to provide a basic level of support to students in a BYOD environment. Additionally, candidates should be proficient in utilizing technology for administrative functions including, but not limited to, grading, attendance, resource sharing, and communications.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Attends School functions as needed.

- Attends school events such as Friday evening football games, drill team competition or convention, ISAS Arts festival, officer camp, line camp and spring drill team revue or other school related events and performances.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

Education and Experience:

- Bachelor's degree in dance, performing arts, education, or related field (or equivalent experience).
- Previous experience in coaching, directing, or choreographing dance, preferably with high school-aged students.

Job Knowledge, Skills, and Abilities:

- Strong background in various dance styles (e.g., kick, jazz, contemporary, hip-hop, pom).
- Excellent leadership, communication, and interpersonal skills.
- Ability to work collaboratively with students, staff, parents, and community members.
- Organizational skills to manage practice schedules, performances, and competitions effectively.
- Commitment to promoting a positive and inclusive team culture.
- Flexibility to work mornings, evenings and weekends for practices, performances, and events.

WORKING ENVIRONMENT | PHYSICAL AND MENTAL REQUIREMENTS

These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a reasonable accommodation, the School may be able to adjust or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.

Working Environment:

- Office Environment
- Classroom Environment
- Works Primarily with Students
- Works Primarily with Adults;
- Some Exposure to Students
- Travel - Light
- Travel - Heavy
- Evening and/or Weekend Commitment - Light
- Evening and/or Weekend Commitment - Heavy
- Inside
- Outside
- Works with Others
- Works Alone
- Extreme Heat
- Extreme Cold
- Noise

Physical Requirements:

- Seeing
- Color Perception
- Hearing

- Clear Speech
- Touching (Hand and Finger Dexterity)
- Sitting
- Fine Finger Manipulation in Use of Computer
- Standing
- Ability to Move Distances
- Hillcrest Campus includes 5 buildings, 10 acres
- Midway Campus is 350,000 square feet, 50 acres
- Driving
- Climbing
- Balancing
- Kneeling
- Crawling
- Reaching
- Twisting or Bending at Waist
- Pushing or Pulling
- Lifting 0 - 20 pounds
- Lifting 0 - 40 pounds
- Lifting 0 - 75 pounds

- Carrying 0 - 20 pounds
- Carrying 0 - 40 pounds
- Carrying 0 - 75 pounds

Mental Requirements:

- Reading - Simple
- Reading - Complex
- Writing - Simple
- Writing - Complex
- Clerical
- Basic Math Skills
- Analysis and Comprehension - Simple
- Analysis and Comprehension - Complex
- Decision Making - Simple
- Decision Making - Complex
- Exercise Discretion - Simple
- Exercise Discretion - Complex

The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.