

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: INSTRUCTIONAL ASSISTANT - Drama & Theatre

BASIC FUNCTION:

Under the direction of the principal, assist a certificate teacher in providing comprehensive instruction in dramatic arts and theater production to students at the elementary, middle, and/or high school levels. This role involves assisting in the teaching of foundational to advanced drama techniques, including acting, voice projection, movement, and character development, as well as the technical aspects of theater production such as set design, lighting, and sound. The IA will play a vital role in facilitating a creative and supportive learning environment where students of all abilities can explore their interest in drama, enhance their performance skills, and contribute to successful theater productions. Duties include preparing lesson materials, assisting in directing school plays, providing feedback to students, and helping to manage rehearsals and backstage activities. This position requires a passion for theatre arts and a commitment to nurturing students' talents and confidence in the dramatic arts.

REPRESENTATIVE DUTIES:

1. Assist in teaching acting techniques, voice projection, and character development to students of varying skill levels.
2. Support the certificated teacher in the planning and execution of drama lessons and theatre production projects.
3. Help organize and conduct rehearsals for school plays, musicals, and other theatrical performances.
4. Provide individual and group feedback to students to enhance their performance skills and theatrical understanding.
5. Assist in the design and construction of sets, props, and costumes for theater productions.
6. Help manage technical aspects of productions, including lighting, sound, and stage management.
7. Facilitate a positive, inclusive, and dynamic learning environment for students to explore and express their creativity.

8. Monitor and assist students during class, rehearsals, and performances, ensuring a safe and supportive environment.
9. Contribute to the organization and execution of public performances, including ticket sales, marketing, and front-of-house operations.
10. Participate in professional development opportunities to stay current with trends and techniques in drama education and theater production.
11. Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Knowledge of drama and theatre arts, including acting methods, voice and movement techniques, and character development
- Understanding of theatre production processes, from pre-production planning to post-performance tasks
- Familiarity with set design, costume design, lighting, and sound technology in a theatrical setting
- Awareness of the history of theatre and various theatrical genres and styles
- Knowledge of classroom management strategies and techniques for fostering a positive learning environment
- Understanding of assessment and feedback methods to support student learning and growth in drama and theatre arts

ABILITY TO:

- Ability to assist in teaching and demonstrating acting and production techniques to students of various ages and skill levels
- Ability to support the planning and execution of drama lessons and theatrical productions
- Ability to communicate effectively with students, encouraging their participation and development in drama and theatre
- Ability to collaborate with the certificated teacher and contribute to a creative and productive learning environment
- Ability to manage and organize backstage activities, props, costumes, and set pieces for rehearsals and performances
- Ability to adapt to changing needs within the drama class or theatre production, demonstrating flexibility and problem-solving skills
- Ability to maintain a safe and supportive environment for all students participating in drama and theatre activities

- Identify situations which require the assistance of additional personnel.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: An Associate's Degree or higher from an accredited college or university, or be currently enrolled in college-level courses; and preferred two years of experience working with youth in an organized setting.

WORKING CONDITIONS:

School environment which includes standing, walking, sitting, kneeling, squatting, stooping and bending; lift, carry, push or pull up to 50 lbs., duties may include activities which involve repetitive use of hands, arms or shoulder and twisting or pressure involving wrists or hands and working with arms above shoulder level; give student direction requiring clear speaking, the ability to hear normal voice conversation, color vision, peripheral vision, depth perception and the ability to adjust focus; exposed to minor contagious illnesses (e.g. colds, flu).

SALARY RANGE: 48

ADOPTED BY PERSONNEL COMMISSION:

March 21, 2024

ADOPTED BY BOARD OF EDUCATION:

April 16, 2024