Position Title: Middle School Drama Teacher
Date Modified: May 2024
FLSA Classification: Exempt
Reports To: Middle School Head
Position Purpose: The Middle School Drama Teacher prepares curriculum and teaches drama and public speaking for middle school students

Specific duties (not limited to):
● Successfully teach all assigned Drama classes focusing on drama, public speaking, theater etc.
● Supervise classes to ensure all students are learning in a safe and productive environment
● Serve as an advisor to a group of students (determined by Head of Middle School) and supervise study halls daily
● Assist with opening-of-school functions, pre-planning week, Back to School nights, and complete all assigned tasks from Middle School Head
● Actively support school functions, such as athletic events, dramatic and musical productions, and field experiences
● Attend weekly faculty meetings and serve on faculty committees as needed
● Meet responsibilities and deadlines in the classroom and of the school (e.g., fall and spring parent conferences, accurate and timely report writing, weekly grade level team meetings)
● Communicate with parents: return phone calls, emails and notes in a timely manner
● Provide extra help to students before or after school and/or study halls
● Prepare course materials such as syllabi, homework assignments, and handouts
● Maintain student attendance records, grades, and other required records
● Evaluate and grade students' class work, assignments, and papers
● Compile, administer, and grade examinations
● Use online grading and course management software, and update grades regularly and timely
● Plan, evaluate, and revise curricula, course content, and course materials and methods of instruction
● Use effective class management techniques to ensure effective learning
● Collaborate with other faculty and staff, especially the grade-level team
● Maintain regularly scheduled office hours in order to advise and assist students
● Maintain expertise in subject matter through professional development
● Participate in daily or weekly duties such as break, lunch, or carline
● Perform other duties as assigned by the Middle School Head

Qualifications
● Bachelor’s degree or post graduate work in subject matter.
● A minimum of five years teaching and administration experience in an independent school environment preferred
● Excellent verbal and written communications skills
● Demonstrated leadership and facilitative skills
- Proficient in using technology and web tools
- Able to use basic office equipment
- Committed to inclusion and issues of social justice and equity

Physical Requirements and Work Environment

- Works in a highly involved and busy environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts
- May work at a desk and computer for extended periods of time
- Be able to occasionally lift up to 20 lbs
- Work primarily in a traditional climate controlled classroom environment
- Work intermittently in outside weather conditions, including extreme heat and cold

Acknowledgment
I understand the responsibilities and competencies of the Middle School Drama Teacher position

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Signature                                           Date