

## **DINUBA UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: Drama Choreographer (stipend or timesheet)**

**Range: 29 (Same as VAPA tech)**

### **BASIC FUNCTION:**

Under the direction of the Drama Teacher/Director/Advisor; choreograph drama performances and oversee students in a variety of drama and dance activities; provide a variety of technical services in support of the program; plan, organize, programs; serve as a resource to the school district and the organization in performing arts;

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Oversee groups of students in drama and dance activities developed by the Drama Teacher/Director/Advisor.

Assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom environment, practices, and performance activities.

Observe and control the behavior of students according to approved procedures; report progress regarding student performance and behavior.

Prepare and maintain a variety of records and report related to assigned activities.

Operate a variety of office equipment, including a computer and assigned software; drive a vehicle to various sites to conduct work.

#### **OTHER DUTIES:**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Drama and dance instruction and performance in the relevant area

Interpersonal skills including tact, patience and courtesy.

Basic instructional methods and techniques.

Child guidance principles and practices.

Operation of a computer and assigned software.

Classroom procedures and appropriate student conduct.

Oral and written communication skills.

Staff development techniques.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Record-keeping techniques.

**ABILITY TO:**

Assist with the implementation of a complete Performing Arts education program.

Oversee performing arts events and activities.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Reinforce instruction to individual or small groups of students as directed by the teacher/Band Director

Meet schedules and time lines.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Plan and organize work.

Learn district policies and procedures for managing student discipline and learning behaviors.

Prepare and maintain records and reports.

Work independently with little direction.

Maintain records and files.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and some college coursework performing arts, drama or related field and one year experience in performing arts.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C Driver's License.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Outdoor environment

Seasonal heat and cold or adverse weather conditions

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Bending at the waist, kneeling or crouching to access materials.

Reaching overhead, above the shoulders and horizontally.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Lifting and carrying moderately heavy objects.

Employee \_\_\_\_\_ Date \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: September 26, 2024