



**Job Title:** Elementary School Production Lead (Supplemental Position)

**Supervisor:** School Principal

**Terms of Employment:** This is a supplemental assignment in addition to regular duties and is compensated according to the district supplement schedule. The position is a yearly appointment made at the discretion of the principal and is not guaranteed from year to year.

**Job Summary:**

- Serves as a teacher leader responsible for planning, coordinating, and executing school productions and major events.
- Ensures high-quality, organized, and engaging productions that support school culture, student engagement, and community involvement.

**Essential Duties**

- Plan, organize, and oversee school productions, performances, and major events.
- Develop timelines, schedules, and logistics to ensure successful execution of productions.
- Coordinate rehearsals, performance schedules, and event planning details.
- Ensure alignment of productions with school goals and student engagement priorities.
- Manage all aspects of production planning, including materials, space, and equipment.
- Provide opportunities for student involvement in productions, including performance and technical roles.
- Support development of student skills in performance, leadership, and collaboration.
- Encourage broad student participation and inclusive practices.
- Promote student ownership and pride in school productions.
- Collaborate with teachers, staff, and administration to support production needs.
- Coordinate with music, arts, and other relevant staff to ensure quality performances.
- Communicate schedules, expectations, and responsibilities clearly to participants and staff.
- Serve as a liaison between school staff, students, and families regarding productions and events.
- Oversee setup, execution, and breakdown of events and productions.
- Ensure proper use and care of equipment, materials, and facilities.
- Coordinate technical elements such as sound, lighting, and staging as applicable.
- Support safety procedures and supervision during events and rehearsals.
- Promote a positive school culture through engaging and meaningful productions.
- Reflect on events and productions to improve future planning and execution.
- Encourage creativity, collaboration, and innovation in school productions.
- Support school-wide procedures, including supervision and safety protocols during events.
- Model professionalism, organization, and adherence to district expectations.

### **Expectations**

- Maintain high-quality instructional responsibilities while fulfilling supplemental leadership duties.
- Attend and participate in required meetings, trainings, and planning sessions.
- Collaborate closely with administration to align productions with school goals.
- Uphold district policies, procedures, and professional standards.
- Perform additional related duties as assigned by the principal.

### **Minimum Qualifications (Knowledge, Skills and Abilities Required)**

- Valid South Carolina teaching certification.
- Minimum of three years of successful classroom teaching experience (preferred).
- Demonstrated effectiveness in elementary instruction, particularly in literacy and foundational skills.
- Strong facilitation, communication, and organizational skills.
- Ability to lead peers through influence, collaboration, and professionalism.

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus
- Ability to sit and stand for extended periods of time
- Manual dexterity for the purpose of using a telephone and data entry
- Read a computer screen and printed material with or without vision aids
- Hear and understand speech at normal levels and on the telephone
- Speak in audible tones so that others may understand clearly in person and on the telephone

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supplement Amount: \$2,000.00

***This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.***

