



Job Title: High School School Theater Director (Supplemental Assignment)

Supervisor: School Principal

Terms of Employment: This is a supplemental assignment in addition to regular teaching duties and is compensated according to the district supplement schedule. The position is a one-year 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 developing and sustaining a high-quality theatre program that promotes student creativity, performance skills, collaboration, and confidence.
- Provides positive and productive leadership aligned to the principal's vision while supporting schoolwide goals related to student engagement, academic success, and school culture.
- Plans, directs, and supervises theatrical productions and activities that provide meaningful performance opportunities and foster student growth. Ensures safe, well-organized, and inclusive programming that supports recruitment, retention, and student belonging.

Essential Duties

Program Leadership and Student Experience

1. Plan and direct two one-act performances for participation at the region and/or state level.
2. Plan and direct at least one school-based theatre production, including rehearsals and evening performances.
3. Promote a positive and inclusive environment that supports student growth, creativity, and connection.
4. Support recruitment, engagement, and retention of student participants in the theatre program.
5. Encourage student leadership, collaboration, and ownership of productions and program activities.

Events, Performances and Coordination

1. Coordinate and supervise rehearsals, performances, competitions, and service projects.
2. Ensure all productions and events are well-organized, appropriately staffed, and aligned to school expectations.
3. Collaborate with other sponsors and staff to support schoolwide initiatives and culture.

Student Safety and Supervision

1. Provide active supervision to ensure student safety during all meetings, rehearsals, performances, and trips.
2. Ensure compliance with all district policies and safety protocols during events and travel.

Communication and Stakeholder Engagement

1. Communicate effectively with students, parents, and school administration regarding schedules, expectations, and program updates.
2. Maintain clear, timely communication regarding performances, requirements, and student participation.

Operations, Budget and Compliance

1. Manage budgets and fundraising efforts in accordance with district procedures and guidelines.
2. Maintain inventory and budget, including costumes, props, scripts, and technical equipment.
3. Ensure proper care, organization, and tracking of theatre resources.
4. Complete and submit all required forms, permissions, and documentation in a timely and accurate manner.

Student Accountability and Eligibility

1. Monitor eligibility and academic expectations for student participation, when applicable.
2. Reinforce high expectations for student responsibility, behavior, and commitment.

Expectations

1. Maintain full classroom teaching responsibilities while fulfilling supplemental duties.
2. Participate in required meetings, training, and planning sessions.
3. Collaborate with administration to align theatre program goals with school priorities.
4. Uphold all district policies, school procedures, and professional standards.
5. Perform additional duties as assigned in support of school programs and student success.

Minimum Qualifications (Knowledge, Skills and Abilities Required)

1. Valid South Carolina teaching certification.
2. Minimum of three years of successful classroom teaching experience (preferred).
3. Demonstrated instructional expertise, particularly in literacy and/or core content areas.
4. Strong facilitation, communication, and organizational skills.
5. Ability to lead adult learning and build capacity among peers.

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: \$2,500.00

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.

