



Job Description

Job Title: Assistant Drama Director

Classification: Supplemental

Salary Schedule: XAC

Department: Building

Reports To: Drama Director and Building Principal

FLSA Status: Non-Exempt

Date: September 2023

Approved by: Northwest Local School District Board of Education

Job Summary: To assist the Drama Director in preparing students to present quality school dramatic productions.

Job Qualifications:

1. Good verbal and written communication skills.
2. Experience in the performing arts preferred.
3. Active Teaching license or Student Monitor Permit

Essential Duties:

1. To attend and supervise all meetings, practices, activities and performances of the drama club.
2. To help prepare the drama club for performances by teaching about acting, set design, costumes, make-up and lighting.
3. To assist in the development of a budget.
4. To help supervise the deposit of funds and the payment of bills.



5. To assist in the purchasing, distribution and inventory all supplies, equipment and costumes.
6. To help collect fees and plan, organize and direct fund-raising activities.
7. To help select the plays and organize auditions for the cast and crew.
8. To help plan and supervise set construction.
9. To help present at least two high school productions per year.
10. To collaborate with other activity sponsors, such as in the production of a musical.
11. To help supervise the preparation of programs, tickets and publicity for performances.
12. To help keep students and parents informed of activities and expectations.
13. To assist in the mentoring and supervising of the Cappies critic team.
14. To help communicate with the administrators about all drama club activities.
15. To perform such other related duties that may be assigned by the principal.

Other Duties and Responsibilities

1. **Problem Solving** - Identifies and resolves problems in a timely manner; develop alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
2. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
3. **Oral and written communication** - Communicates clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings. Communicates in regards to program effective following district social media guidelines.
4. **Teamwork** - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.
5. **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
6. **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
7. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
8. **Judgement** - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.
9. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
10. **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.



11. **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
12. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Physical Requirements:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, highly intensive work environment. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Terms of Employment: 185 days



NORTHWEST LOCAL SCHOOL DISTRICT

Title: Assistant Drama Director

Employee: _____
(Print name)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I am able to perform the key functions of the position.

(Signature)

(Date)

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee of this job. The employee will be required to follow the instructions and perform the duties required by the position's supervisor, appointing authority, or designee.

(Superintendent or designee)

(Date)