

Job Title: Drill Team Instructor/Classroom Teacher
(Teaching assignment to be determined)

Exemption Status: Exempt/Professional

Reports to: Principal

Date Posted: March 21, 2018

Dept/School: High School

Primary Purpose:

Provide instruction and teach students to develop skills and ability to excel in dance. Contribute to education program as a whole and to growth of students involved in drill team.

Qualifications:

Education/Certification:

Bachelor's degree

Valid Texas teaching certificate

Dance certification preferred

Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements preferred

Special Knowledge/Skills/Abilities:

Knowledge of techniques and procedures related to instructing dance

Knowledge of University Interscholastic League (UIL) rules

Ability to instruct and supervise students in dance

Excellent organizational, communication, and interpersonal skills

Experience:

Experience as an instructor or participant in dance

Major Responsibilities and Duties:

Instructional Strategies

1. Must be capable of teaching students in a variety of methods, from demonstration to verbal direction. Demonstrate compassion and concern for the academic and physical well-being of student dancers.
2. Be capable of choreographing and teaching routines.
3. Supervise auditions for new team members.

Program Management

4. Establish performance criteria for competition and evaluate students' abilities initially and on a regular basis. Model performance criteria and physical movements required for successful student performance of dance.
5. Take all necessary precautions to protect students, equipment, materials, and facilities.
6. Schedule competitions and plan season activities including practices, special events, and competitions.
7. Coordinate with transportation department for travel arrangements to out-of-town events. Drive bus to transport student to out-of-district competitions.
8. Ensure compliance with all UIL rules.
9. Monitor and enforce student eligibility criteria for extracurricular participation.
10. Develop and coordinate a continuing evaluation of program and make changes based on findings.

Student Management

11. Monitor the progress of the team and vary instruction to meet the needs of individual members.
12. Arrange for team travel to performances and competitions.
13. Accompany and supervise team during performances and competitions both at home and out of town trips.
14. Instruct and advise students on UIL regulations with regard to academic requirements for scholarships and recruiting practices.
15. Apply and enforce student discipline during contests, practice sessions, and while on trips off school property in accordance with Student Code of Conduct and student handbook.
16. Encourage, by example and through instruction, sportsmanlike conduct in all phases of drill team participation.

Communication

17. Establish and maintain open communication by conducting conferences with parents, students, principals and teachers.

Administration

18. Assist in selection of equipment, uniforms and instructional materials.
19. Compile, maintain, and file all reports, records, and other documents required.
20. Initiate and approve purchase orders and bids in accordance with budgetary limitations and district policies.

21. Oversee process of cleaning, repairing, and storing all equipment and maintain a current inventory of all equipment and fixed assets within program.

Supervisory Responsibilities:

Assign and oversee completion of the work of assistant dance coaches and student assistants.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Dance equipment, standard office equipment including computer and peripherals, and other instructional equipment; automated external defibrillator (AED); operate school bus

Posture: Prolonged standing; kneeling, squatting, bending, and stooping; frequent driving; moderate grasping/squeezing, wrist flexion/extension, and reaching

Motion: Frequent walking and physical movements associated with sport(s) assigned

Lifting: Frequently light lifting (less than 15 pounds); occasional moderate lifting or carrying (15-44 pounds)

Environment: Work outside (exposure to sun, heat, cold, and inclement weather) and inside; frequent exposure to noise; frequent districtwide and statewide travel; frequent prolonged and irregular hours; moderate exposure to vehicle fumes and work around moving vehicles

Mental Demands: Maintain emotional control under stress

Job Title: Teacher	Exemption Status/Test: Exempt/Professional
Reports to: Principal	Date Posted: March 21, 2018
Dept./School: Assigned Campus	

Primary Purpose:

Provide students with appropriate learning activities and experiences in the core academic subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth.
Enable students to develop competencies and skills to function successfully in society.

Qualifications:

Education/Certification:

Bachelor's degree from accredited university
Valid Texas teaching certificate with required endorsements or training for subject and level assigned
Demonstrated competency in the core academic subject area assigned
Physical Education Teachers: Current automated external defibrillator (AED) certificate

Special Knowledge/Skills:

Knowledge of core academic subject assigned
Knowledge of curriculum and instruction
Ability to instruct students and manage their behavior
Strong organizational, communication, and interpersonal skills

Experience:

One year student teaching or approved internship

Major Responsibilities and Duties:

Instructional Strategies

1. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for differences in individual student differences.
2. Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
3. Conduct assessment of student learning styles and use results to plan instructional activities.
4. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).

5. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
6. Plan and assign work to instructional aide(s) and volunteer(s) and oversee completion.

Student Growth and Development

7. Conduct ongoing assessment of student achievement through formal and informal testing.
8. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
9. Be a positive role model for students; support mission of school district.

Classroom Management and Organization

10. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
11. Manage student behavior in accordance with Student Code of Conduct and student handbook.
12. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
13. Assist in selecting books, equipment, and other instructional materials.
14. Compile, maintain, and file all reports, records, and other documents required.

Communication

15. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

Professional Growth and Development

16. Participate in staff development activities to improve job-related skills.
17. Comply with state, district, and school regulations and policies for classroom teachers.
18. Attend and participate in faculty meetings and serve on staff committees as required.

Supervisory Responsibilities:

Direct the work of assigned instructional aide(s).

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment; P.E. teachers: automated external defibrillator (AED)

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move text books and classroom equipment

Environment: Work inside, may work outside; regular exposure to noise

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.