

Job Title: Drill Team Instructor

Exemption Status: Exempt/Professional

Reports to: Principal

Date Posted: April 5, 2018

Dept/School: High School

For additional information contact Rusty Robinett, rrobinett@shisd.net.

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:

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
