



Mobile County PUBLIC SCHOOLS

Job Description Title – DANCE TEACHER

SUPERVISED BY/REPORTS TO: Principal or Fine Arts Supervisor or their designee.

FLSA Designation: Exempt

QUALIFICATIONS:

- A. Must have a valid Alabama Teaching Certificate in Dance Education or Physical Education **OR**
- B. **Must be eligible for a Provisional Certificate in a Teaching Field (PCTF) (alternative certificate) by having an academic major in Dance from an accredited college or university approved by the Alabama Department of Education with a minimum 2.75 GPA on the undergraduate degree. Persons with Master's Degrees must have a minimum of 3.0 GPA on a 4.0 scale.**
- C. **To meet eligibility for a PCTF certificate the teacher must have 32 semester hours in Dance with at least 19 semester hours being upper division Dance courses (300 level or higher) from a regionally accredited college or university recognized by the Alabama State Department of Education, OR a college major in Dance.**
- D. Applicants should attach their Bachelor's and/or Master's Degree transcripts to their online application to be considered for employment.
- E. Ability to meet suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- F. Five (5) years of previous dance instruction experience preferred.
- G. Regular and punctual attendance; full compliance with system sick leave and personal leave policies.

NOTE: Applicants with a valid Alabama Teaching Certificate in Dance will generally be hired first, prior to the hiring of persons who meet the eligibility requirements for an alternative certificate.

LANGUAGE SKILLS:

Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as the Alabama Course of Study, safety rules, operating and maintenance instructions, procedure manuals, governmental regulations, professional journals, and any other instructional documents deemed necessary to carry out the requirements of the job. Ability to write routine reports and correspondence that conform to prescribed style and format.

INTERPERSONAL SKILLS:

Works well with and respects others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Ability to effectively present information and respond effectively to questions in one-on-one situations and promotes positive interactions with other faculty members and stakeholders. Teachers should be sure that all their social media accounts are professional and appropriate. Does not project personal beliefs or biases onto students or faculty members.

REASONING ABILITY:

Ability to plan, organize, develop, and conduct a comprehensive teaching and instruction program in the visual arts course being taught for students in the district. Ability to identify and define problems, collect data, establish facts, and draw valid conclusions.

COMPUTER SKILLS:

General knowledge of computer usage and ability to use email, internet software, and word processing software. Must learn other software used by the district, i.e., PowerSchool, Schoology etc. Must be able to develop and/or facilitate an online course.

KNOWLEDGE SKILLS:

- Knowledge of various styles of dance
- Ability to Choreograph dance and prepare for dance performances/programs.
- Ability to direct a staged dance production.
- Strong communication, public relations, and interpersonal skills
- General knowledge of dance curriculum and instruction in dance.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required to do the job. An employee must meet these to perform the essential functions of this job successfully and satisfactorily.

1. Teach using various dance styles and methodologies from beginner to advanced level in a high school setting.
2. Develop dance curriculum and prepare lesson plans.
3. Collaborate to develop the dance application process.
4. Coordinate dance auditions.
5. Engage, encourage, and motivate students to reach their goals.
6. Evaluate student performance and make recommendations for improvement.
7. Choreograph routines and select music for recitals.
8. Keep up to date with dance trends and implement them into the curriculum as needed.
9. Establishes dance objectives and plans learning experiences.
10. Implements activities using a variety of techniques that utilize instructional time to meet dance objectives.
11. Presents a positive role model for students that supports the mission of the school and school district.
12. The instructor is encouraged to provide Honor and Advanced Classes if enrollment warrants, and there is sufficient talent, with the principal's concurrence. The instructor is encouraged to sponsor students for the MCPSS Honor Dance Group.
13. If enrollment warrants and there is sufficient talent, with the principal's concurrence, an Honors or Advanced Dance Class(s) should be considered by the instructor.
14. Develops and maintains a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students.
15. Manages student behavior in the classroom and administers discipline according to Board policies, administrative regulations, and IEP. Establishes and maintains standards of student behavior to achieve a functional learning atmosphere.
16. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
17. Evaluates the dance educational program and/or student progress.
18. Communicates with parents/guardians by progress reports, newsletters, phone calls, emails, and parent conferences.
19. Evaluates the dance educational program and/or student progress.
20. Maintains student attendance and other records and reports.

21. Adheres to school system rules, administrative procedures, local board policies, and state and federal rules and regulations.
22. Engages in personal professional growth and demonstrates professional ethics and leadership. Attends faculty meetings and required workshops and in-services.
23. Any other assignments made by the principal or his/her designee.

OTHER DUTIES:

Participates in various student and parent activities which occur in school including but not limited to PTA or PTO, student clubs and after school activities.

Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.

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 speak and listen. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and video display terminal. The teacher is occasionally required to stoop, kneel, or squat. The teacher may be on their feet standing for over an hour. The teacher may regularly lift and/or move up to 10 pounds and occasionally may lift up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Works in a classroom setting. The noise level is usually low to moderate but occasionally high depending on classroom activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens. Outside carpool and traffic duty may occasionally be required.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified Employees. Evaluation will be conducted by the building principal, the Fine Arts Supervisor, or their designee.

TERMS OF EMPLOYMENT

Work periods are 9-months (187 days) 7 hours per day usually Monday through Friday. Daily work schedule will be determined by the Principal, by the Fine Arts Supervisor or their designee. Work assignments and schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

Years of experience as a private studio dance teacher does not count towards teaching experience credit.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.