



Mobile County PUBLIC SCHOOLS

Job Description Title – THEATRE-DRAMA TEACHER

SUPERVISED BY/REPORTS TO: Principal or his/her designee.

FLSA Designation: Exempt

QUALIFICATIONS:

- Valid Alabama teaching certificate in Language Arts **OR** Theatre **OR**
- Eligible for an Alternative Certificate in Theatre with a college major in Theatre, and an overall GPA of 2.5 or higher on the Bachelor's degree. 3.0 on the Master's Degree.
- If hired on an Emergency, Provisional or Conditional Certificate in **Language Arts** the applicant must take and pass the Praxis II in **Language Arts** within the first year of employment. Exam expenses are borne by the applicant.
- If hired on an Emergency, Provisional or Conditional Certificate in **Theatre** the applicant must take and pass the Praxis II in **Theatre** within the first year of employment. Exam expenses are borne by the applicant.
- If hired on an Emergency, Provisional or Conditional Certificate the teacher must complete four designated college courses in Education within a three year time frame after passage of the Praxis AND expiration of the Emergency Certificate employment.
- Ability to meet suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Regular and punctual attendance; full compliance with system sick leave and personal leave policies.
- **Two years of experience in producing, directing, or acting in live stage plays is preferred.**
- **Strong skill sets in teaching drama/theatre, and in meeting the social and emotional needs of students**
- **Wide-ranging intellectual and educational interests and ability to commit to a creative, integrated curriculum.**

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, Individual Education Plans (IEPs), 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.

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.

Major Duties and Responsibilities

Responsible for producing theatrical productions and associated duties such as

- Selection of scripts
- Casts productions
- Schedules rehearsals
- Arranges for production facilities
- Arranges for advertising
- Stays within the financial constraints set by the principal.

Planning and Organizing

1. Provides clear communication among the Performing Arts Chair, the Choir Director, the Band Director, or the administrative person in charge of special events in the maintenance of the master calendar of events for performing spaces.
2. Develop and implement performing arts productions, which addresses issues related to safety of personnel and care of equipment.
3. Manages house and stage crews for community events. Provides technical assistance for school and community events.
4. Organizes and supervises all practices and meetings.
5. Checks that all students meet all academic eligibility requirements.
6. Develops and implements lesson plans that fulfill the requirements of the theatre arts curriculum and show written evidence of preparation as required.
7. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect an understanding of the learning styles and needs of students assigned.
8. Organizes daily class time so that preparation, rehearsal, and instruction can be accomplished within the allotted time.
9. Facilitate theatre enrichment and seek extracurricular performances on behalf of students.

Knowledge and Instruction

- Uses technology to teach and demonstrate theatre and stage production techniques. Uses technology to report and communicate the progress of students.
- Demonstrates knowledge, training and skill in organizing and managing facilities for the performing arts; demonstrates experience and knowledge in stage management, lighting, scenery, sound, costume design and all the other technical aspects of live theatre.

Relationships

- Establishes and maintains positive relationships with students, parents, guardians, and community members
- Assists the administration in implementing all policies governing student life and conduct for the classroom, develop reasonable rules of classroom behavior, procedure, and maintain

order in the classroom in a fair and consistent manner. Creates a classroom environment that is conducive to learning.

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 25 pounds and occasionally may lift up to 50 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.

COURSE TITLES TO BE TAUGHT:

In order to be considered an In-Field Teacher:

- ✓ If the teacher is certified in Language Arts, the course title **must** be Drama.
- ✓ If the teacher is certified in Theatre, the course title **must** be Theatre. This most likely is the case when a person majored in Theatre in college and is or has gone the Alternative Teacher Certification Route.

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

Placement of this position may be in an individual school or shared between two or three schools. This position can also be an entirely itinerant position where the teacher rotates among several schools according to a schedule determined by the Fine Arts Supervisor. 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.

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.

High School Theater Supplement Agreement

1. First Semester Requirements*

- a. Attend Fall meetings(s) of the District Theater Teachers Association.
- b. Complete auditions, rehearsals and performances for a Winter Show.
- c. Attend content related professional development**
- d. Participate in the District/State Trumbauer Festival (5% of program enrollment must participate). Furnish the Academic Supervisor of Fine Arts with copies of student performance rating forms.
- e. Teachers will submit a calendar and timeline to the Academic Supervisor of Fine Arts by the third week of school for the requested list above. With approval of the Principal and the Academic Supervisor of Fine Arts, Theater Teachers will receive half of the supplement upon completion.

2. Second Semester Requirements*

- a. Attend Spring Meeting(s) of the District Theater Teachers Association.
- b. Complete auditions, rehearsals and performance of a Spring Show.
- c. Attend content related professional development**
- d. Teachers will submit a calendar and timeline to the Academic Supervisor of Fine Arts by the third week of November for the requested list above. With approval of the Principal and the Academic Supervisor of Fine Arts, Theater Teachers will receive half of the supplement upon completion.

Middle School Theater Supplement Agreement

1. First Semester Requirements*

- a. Attend Fall meetings(s) of the District Theater Teachers Association.
- b. Complete auditions, rehearsals and performances for a Winter Show.
- c. Attend content related professional development annually**
- d. Teachers will submit a calendar and timeline to the Academic Supervisor of Fine Arts by the third week of school for the requested list above. With approval of the Principal and the Academic Supervisor of Fine Arts, Theater Teachers will receive half of the supplement upon completion.

2. Second Semester Requirements*

- a. Attend Spring Meeting(s) of the District Theater Teachers Association.
- b. Participate in the Theater for Youth Festival (5% of program enrollment must participate). Furnish the Academic Supervisor of Fine Arts with copies of student performance rating forms.
- c. Complete auditions, rehearsals and performance of a Spring Show.
- d. Teachers will submit a calendar and timeline to the Academic Supervisor of Fine Arts by the third week of November for the requested list above. With approval of the Principal and the Academic Supervisor of Fine Arts, Theater Teachers will receive half of the supplement upon completion.

Same for High School and Middle School Choir Directors

*Email documentation of completed requirements to the Fine Arts supervisor at the end of each semester

**Any professional development not organized by Alabama Educational Theater Association or by the Mobile County Public School System must be submitted for approval by the Fine Arts Supervisor in advance