

ROCHELLE PARK BOARD OF EDUCATION

JOB DESCRIPTION

TITLE: School Play Director

QUALIFICATIONS:

1. Valid New Jersey Instructional Certification and/or valid Bergen County Substitute Certificate
2. Demonstrated knowledge of effective instructional methods and developmentally appropriate practice strategies for helping students develop their ability to perform independently and with others as a member of the cast of a play
3. Ability to maintain a positive constructive rapport with members of the school community, including students and parents
4. Strong interpersonal and communication skills
5. Demonstrated knowledge of the writing process, as well as the ability to guide students through its stages
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal

SUPERVISES: Pupils

JOB GOAL: To provide guidance and instruction for students learning the skills and abilities involved in performing as part of the cast of a play, both in practice and performances, and to promote good conduct, cooperation, and an appreciation of performing arts.

PERFORMANCE RESPONSIBILITIES:

1. Schedules auditions, practice sessions and performances, as well as any other meetings necessary for the operation of the program, and submits a schedule to the principal prior to the beginning of these activities
2. Maintains an accurate roster of students who participate in the program, and takes attendance at each meeting
3. Serves as a resource whenever information is required about the student council

- 4. Collaborates with other school personnel to schedule use of shared spaces like the gym or other such school facilities**
- 5. Provides instruction for students with regard to the skills, abilities, and behaviors necessary to participate productively as a member of the cast of the play**
- 6. Models qualities of professionalism, cooperation, diplomatic communication, and fair participation, and guides students in developing these skills.**
- 7. Holds students accountable to positive behavioral expectations, the policies and requirements governing participation in the play, and all applicable rules and policies set forth by the school and the Rochelle Park Board of Education**
- 8. Communicates with administration and parents about students in the program when a student's conduct necessitates such contact (i.e. disciplinary infractions, behavior that could result in harm to self or others, etc.)**
- 9. Supervises students for the duration of scheduled activities, and ensures that they are supervised until such time as they are picked up or walk home**
- 10. Implements all policies and procedures of the Rochelle Park Board of Education**

TERMS OF EMPLOYMENT: Salary as defined by contract, work year to include meetings no less than weekly beginning with auditions in January and culminating with performance of the play in April unless otherwise agreed upon prior to the meeting schedule being developed