



## **HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE "B" JOB DESCRIPTION: DRAMA COACH/PRODUCTION**

### **QUALIFICATIONS:**

1. Possesses New Jersey Teacher Certification or Certificate of Eligibility with Advanced Standing or fulfills qualifications for Substitute Teacher in the Holmdel Township Public Schools.
2. Has prior experience as a drama coach or has participated in dramatic productions (preferred).
3. Demonstrates organizational abilities and skills in interpersonal relations.
4. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
5. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal or designee

**JOB GOAL:** To enable students to participate in drama production(s) thus supporting them in achieving a higher level of skill, an enhanced appreciation for the values of discipline and team work, and an increased level of self-esteem.

### **PERFORMANCE RESPONSIBILITIES:**

1. Instructional Leadership
  - a. Selects the drama production appropriate to talent, age and skill level of the students, subject to the approval of the building principal.
  - b. Communicates with student body and encourages participation in drama production.
  - c. Attends and conducts auditions for drama productions and communicates results to the principal.
  - d. Attends and conducts all rehearsals for the drama production.
  - e. Attends all performances of the production.

- f. Submits budget needs annually to the principal in accordance with established timelines and guidelines; accounts for all monies relevant to the production.
- g. Orders all supplies and equipment (not included in the Technical Director's job description) necessary for the production.

2. Student Management

- a. Provides supervision of all students involved in the production during all times of involvement and oversees penalties for violation of such standards as stipulated by Board policy and school procedures.
- b. Maintains necessary cast roster, attendance forms, eligibility records, and similar paperwork and provides information to the principal as required.

3. Professional Development

Participates in continuous study and research and/or attends relevant conferences and/or workshops to maintain and enhance professional competence in accordance with district guidelines and allocations.

4. School and Community Relations

- a. Cooperates and shares professionally with other members of the staff.
- b. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/guardians as appropriate.
- c. Promotes school and community awareness of the dramatic productions thus encouraging attendance at the performances.
- d. Schedules appropriate rehearsal and performance time and space in accordance with district facilities use procedures.

5. Other Assigned Duties

Performs other appropriate tasks and assumes such other responsibilities in connection with the advisorship as assigned by the Principal or designee.

**TERMS OF EMPLOYMENT:** Stipend and work year to be established by the Board in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Schedule "B" Staff

and in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

**SOURCE:** Regular Public Board Meeting  
**DATE:** March 22, 1995