



HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE "B" JOB DESCRIPTION: TALENT SHOW COORDINATOR

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 talent show coordinator or as a director of productions (preferred).
3. Demonstrates organizational ability, communications skills and skill 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 a talent show, thus, supporting them in achieving a high level of skill, an enhanced appreciation for the value of discipline and an increased level of self-esteem.

PERFORMANCE RESPONSIBILITIES:

1. Instructional Leadership
 - a. Communicates with the student body and encourages participation in a talent show.
 - b. Conducts tryouts for the talent show and communicates results of tryouts to the principal and to the students.
 - c. Plans and organizes show date, facility use, sound, staging, lighting, program, publicity and other components of the production.

- d. Conducts an appropriate number of rehearsals to promote the quality of the show and the level of student performances.
- e. Directs and conducts the performance of the production.
- f. Submits budget needs to the principal annually; orders materials in accordance with budget.
- g. Oversees and accounts for all funds associated with the production.

2. Student Management

- a. Supervises all students participating in the talent show during all times of involvement and oversees penalties for violation of such standards as stipulated in Board policy and school procedures.
- b. Maintains necessary activity roster, attendance forms, and similar paperwork and provides information to the principal as requested.

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 budget allocations.

4. School and Community Relations

- a. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents and community residents as appropriate.
- b. Cooperates and shares professionally with other members of the staff.
- c. Promotes awareness about the talent show thus encouraging attendance at performances.

5. Other Assigned Duties

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

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