



TITLE: Activity Sponsor K-12 (Assistant Drama)

DEPARTMENT: Office of Activities

REPORTS TO: Director of Activities

RECEIVES GUIDANCE FROM: Administration and Program Coaches

BASIC FUNCTION (BF1): To instruct participants in the fundamental skills, strategy, and physical training necessary to realize a high degree of individual and team success. In addition, the student-athlete shall receive instruction that will lead to strong moral values, effective work ethic, responsibility, teamwork, sportsmanship, self-discipline, leadership, and self-confidence.

SKILLS AND JOB FUNCTIONS (For all Charles City Community Schools Positions SJF1-12)

Demonstrated Experience or Willing to Acquire Skills:

1. Exhibits essential dispositions and ownership of the district vision
 - a. Engage
 - b. Inspire
 - c. Empower
2. Exhibits essential dispositions and ownership of the district core values
 - a. Demonstrated success of always doing what is best for all kids.
 - b. Believes in the concept of family
 - c. Demonstrated success as a committed leader
 - d. Believes in the concept of passion
 - e. Demonstrated success in being invitational
3. Exhibits essential dispositions of being a collaborative leader and colleague
 - a. Empathic
 - b. Motivated
 - c. Humble
4. Exhibits effective communications skills
5. Effective outcomes in providing students behavioral and socio-emotional support
6. Exhibits patience, tolerance, persistence, and flexibility for effective outcomes for students
7. Exhibits organization, growth mindset, grit, and enthusiasm for effective outcomes for students
8. Prompt and regular attendance
9. Animated hospitality approach to students, parents, colleagues, and stakeholders
10. Demonstrate confidentiality as needed and required
11. Success in the area of cultural competency, social justice, equity, and working with students from diverse backgrounds or willingness to acquire these skills.
12. Comply with Charles City Community Schools Board Policy/Regulations and Handbook Policy

HIRING SPECIFICATIONS (HS1-3):

Demonstrated Experience or Willingness to Acquire Skills

1. Interpersonal Relationships
 - a. Builds strong relationships with students, staff, and community
 - b. Establish and maintain consistent discipline in accordance with administrative policy
 - c. Accept recommendations, suggestions, and coaching from leadership and evaluators
2. Coaching Performance
 - a. Demonstrates and implements knowledge of the activity
 - b. Demonstrates knowledge of technical aspects of the assigned activity with an emphasis on continued professional learning to improve relevant skills and abilities
3. Operational Responsibility
 - a. Ability to assist in the design and directing of a theatre performance

- b. Preferred previous directing experience of theatre coursework (e.g. stagecraft)
- c. Supervises rehearsals, performances and any field trips
- d. Maintains discipline and works to increase morale and cooperation with the school activity program and school community.
- e. Completes required post-season forms.
- f. Attends all required meetings and submits all required forms in a timely manner.

ABILITIES (A1):

This position will require physical demands that include constant standing, walking, reaching/pushing/pulling, lifting up to 70 pounds, carrying 35 feet, working inside/outside, and extremes in temperature/humidity. There will be frequent climbing/stairs and manual dexterity tasks. There will be occasional sitting and driving.

KNOWLEDGE AND EDUCATION (KE1-3 and KED1-4):

Required:

- 1. Comprehensive knowledge of all school activity policies

Desired:

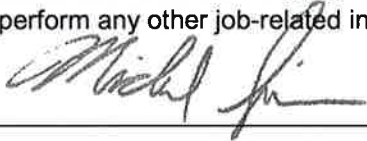
- 1. Knowledge of overall operations of their program
- 2. First Aid and CPR
- 3. Knowledge of conference/state association rules, regulations, and procedures
- 4. Preferred previous coaching experience in assigned activity

POSITION INVENTORY: N/A

FLSA STATUS: Non-Exempt

FT/PT: PT-Stipend

All of the above duties and responsibilities are essential job skills and functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.



* Talent Office Authorization

*This job description is not approved without the signature of the Talent Office Administrator

Date: 04-02-2020

Last Reviewed: 11-20-19

Teach Iowa ID: 64267

Candidate Signature _____ Date _____

All candidates hired after 1-1-19 shall sign this job description acknowledging the information herein