

Position Title:	Middle School Performing Arts (Theatre) Teacher
Date Modified:	May, 2022
FLSA Classification:	Exempt
Reports to:	Director of Fine Arts
Position Purpose:	Responsible for student instruction in grades 5-8. Creates lesson plans and instructs students in the content areas of drama. Creates a well-rounded, comprehensive instructional program that reflects best practice through inquiry and research based instruction.
Work Hours:	7:30 a.m. - 4:15 p.m. (some hours outside of the school day and on weekends)
Work Calendar:	School Year
PTO Designation:	Educator (Blackout Dates May Apply)

Description

The Middle School Performing Arts Teacher (Theatre) will enable students in developing various skills in performing the arts. With the primary principal of “ensemble” providing the framework, the Middle School performing arts teacher encourages students to actively engage their bodies, voices, creative energy, and imaginations in a safe and stimulating environment. Through numerous opportunities for collaboration, the Middle School performing arts teacher supports class teambuilding and also facilitates the development and awareness of students’ individual physical instruments along with other fundamental concepts. Producing Director duties begin in the Fall with the Middle School Play and culminates with the Middle School Musical performance in the Spring. While developing and maintaining positive relationships with students, parents, faculty members, and arts colleagues, the Middle School Theatre teacher will recognize and coach the social-emotional needs of each student as an advisor.

Essential Functions and Essential Tasks

- Serves as an Educator and works directly with the Director of Fine Arts and the Head of Middle School to initiate, implement, and oversee the day-to-day programs for students at a particular grade level.
- Provides for students a supportive, orderly, and interactive classroom environment where creative learning takes place.
- Well versed with and adheres to school policies in all areas of student interaction.
- Provides academic guidance to students; serves as student advocate, helping student families respond to specific academic, emotional, and developmental challenges.
- Communicates with parents, administrators, student services and with chaplains concerning the emotional and physical well-being of students within the classroom.
- Assists administration with division long range planning, as well as the division’s daily schedule and calendar.
- Routinely uses educational strategies and project based curriculum to bolster a student-centered, inquiry-based instructional design.

- The position carries an expectation of departmental and committee service, student advising/mentoring, the continued pursuit of professional scholarship, and creative participation in our annual performing arts season.
- Negotiate contracts with artists, unions, and vendors as needed.
- Manage production budgets.
- Manage and create messaging for the productions in coordination with our marketing department.
- Create an environment of excellence at every level.
- The flexibility and enthusiasm to work outside of traditional school hours (after-school and weekends) to fulfill rehearsal and performance expectations.
- Works collaboratively with the Middle school administration, school specialists, and teacher colleagues to research curriculum best practice.
- Consistently provides a safe and joyful learning environment
- A professional who participates in student-centered assessment and reporting approaches including writing narratives.
- Maintains congruency between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the Middle school classroom/studio.
- Assists, as needed, in the recruitment and selection of new and replacement instructional and support faculty. Takes part in the Professional Growth and Evaluation Program and enthusiastically takes part in professional growth opportunities.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence and complies with Physical Requirements and Work Environment.
- Is assessed through the Professional Growth and Evaluation Program.
- Utilizes curriculum and assessments to promote an appropriate instructional program and growth for every learner.
- Uses differentiated instruction and a social-emotional, academic approach to student engagement.
- Uses Portfolio assessments for each student and maintains assessment records per Middle school guidelines. Uses report card and narrative summaries.
- Assists in maintaining Veracross course web pages following guidelines provided by administration.
- Works cooperatively with administration and curriculum specialist to promote and enhance vertical alignment of curriculum, Pre-Primary -12th grade.
- Works cooperatively with specialists, administration, and faculty to promote a positive work environment based on a growth mindset and to determine developmentally appropriate approaches for various groups of learners.
- Works closely with the technology specialist on the integration of technology throughout the curriculum.
- Ensures Middle school facilities are ready for the start of school each day.
- Supports the Employee and School Handbooks and assists with revisions and updates, when necessary, of the Middle school's policies and procedures.

- Serves as an example to colleagues in manners of classroom management, teaching methods, and school procedures.
- Completes various Tasks related to the employee's yearly goals and the school's long range and strategic financial plan.
- Performs other tasks and duties as assigned by the Head of School and/or the Director of Fine Arts, including extracurricular.
- Employee may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

Qualifications

- Bachelor's degree in education; Master's degree preferred.
- A minimum of three years of teaching in an independent school environment preferred and excellent verbal and written communications skills.
- Demonstrates leadership and facilitative skills, including the ability to relate effectively with administrators, operations staff, colleagues, parents, and students.
- Proven ability to successfully design professional quality departmental productions, as demonstrated by a record of professional accomplishment.
- An ability and willingness to collaborate with faculty in all programs of study in the ongoing life of a top-quality performing arts department.
- Availability to carry out production rehearsals which may occur outside of the regular school day, some weekend availability required around performances and events.
- Demonstrate collaborative, innovative pedagogical skills, and the expertise and enthusiasm to teach students with all levels of experience.

Physical Requirements and Work Environment

- Occasionally lift up to 30 pounds.
- Generally, works in standard office conditions and climate.
- May work in varied extreme outside weather conditions during school events, special activities and fundraising events.
- Ability to work in a highly stressful environment dealing with a wide variety of challenges and deadlines.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, reach.