

Thompson Falls School District Position Description Position

TITLE: Drama Advisor

REPORTS TO: High School Principal

GENERAL RESPONSIBILITIES: To supervise and coordinate the activities of the Drama program while providing support to each participating student in achieving a higher level of personal skill, an enhanced appreciation for the value of school and community service, and an increased level of self-esteem. This position reports to and is evaluated by the Principal.

ESSENTIAL TASKS: (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- **Instructional Leadership**

- Recruit students for the show
- Audition students for quality
- Screen/adjust acts for school appropriateness
- Hold practices during lunch/after school
- Coach students on improvements needed
- Assist/accompany students in their acts
- Move necessary equipment to and from the Rex
- Organize busses for student body transportation

- **Student Management**

- Supervises all students participating in Drama at all authorized activities and oversees penalties for violation of such standards as stipulated in the student handbook, Board policy and school procedures.
- Maintains necessary Drama program roster, attendance forms, eligibility records and similar paperwork and provides information to the principal as requested.

- **School and Community Relations**

- Cooperates and shares professionally with other members of the staff.
- Strives to establish cooperative relations and makes a reasonable effort to communicate with parents and community residents as appropriate.
- Promotes awareness about the Drama program through communications with the principal and other relevant audiences.