



**Job Title:** High School Dance Teacher  
Varsity Drill Team Director

**Exemption Status/Test:** Exempt

**Reports to:** Campus Principal

**Date Revised:** February 20, 2015

**Dept. /School:** Assigned High School

**Funding Source:** GISD Teacher Pay Schedule;  
\$2,923 Stipend, Contract days: 206

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### **Primary Purpose:**

Provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth.

Direct and manage the Varsity Drill Team program at the school. Monitor the Junior Varsity Drill Team program at the school. Provide students with an opportunity to participate in extracurricular Drill Team activities and performances and ensure compliance with all state and district requirements.

### **Qualifications:**

#### **Education/Certification:**

Bachelor's Degree in Dance Education required  
Valid Texas teaching certificate required  
Certification in Dance required  
ESL Certification preferred

#### **Special Knowledge/Skills:**

Knowledge of overall operation of Drill team program  
Knowledge of dance and choreography  
Ability to manage budget and personnel  
Ability to implement policy and procedures  
A skilled communicator with strong public relations and interpersonal skills

#### **Experience:**

Student teaching required  
High school Dance/Drill Team directing experience preferred

### **Major Responsibilities and Duties:**

#### **Program Planning**

1. Direct and supervise all Dance and Junior Varsity Drill Team students
2. Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in Drill Team
3. Provide for Drill Team participation at extracurricular events, including football games, basketball games, pep rallies, parades, and activities
4. Arrange transportation, lodging, and meals for out-of-town events
5. Comply with federal and state laws, State Board of Education rules, and board policies
6. Support Drill Team booster club activities

7. Coordinate all activities that pertain to Dance studies
8. Conduct Varsity Drill Team auditions in accordance with GISD guidelines

### **Budget and Inventory**

9. Ensure that programs are cost-effective and funds are managed wisely
10. Compile budgets and cost estimates based on documented program needs
11. Coordinate fundraising activities and manage funds
12. Maintain a current inventory of all fixed assets within departments

### **Instruction**

13. Teach a sequential Dance curriculum as established by the Texas Education Agency, board policies and administrative regulations
14. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned
15. Prepare lessons that reflect accommodations for individual student differences
16. Conduct ongoing assessments of student achievement through formal and informal testing
17. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students

### **Student Management**

18. Apply and enforce student discipline in accordance with the Student Code of Conduct and Student Handbook, GISD Varsity Drill team Constitution, and campus Drill Team Code of Conduct
19. Accompany and supervise students on out-of-town trips
20. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
21. Supervise all before/after school rehearsal, performances, and appearances as required

### **Communication**

22. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers
23. Maintain professional relationship with colleagues, students, parents, and community members

### **Other Responsibilities**

24. Perform all other tasks and duties as assigned

### **Supervisory Responsibilities**

25. Guide and monitor the Junior Varsity Drill Team Director, to ensure the alignment of the Junior Varsity program with that of the Varsity

### **Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** While performing the duties of this job, iPad and desktop computer use is required. Varied types of sound equipment are used. The employee is regularly required to communicate electronically and utilize software programs to enhance instruction.

**Posture:** Employee is regularly required to stand, walk, and dance for extensive time periods, employee is occasionally required to climb or balance

**Motion:** Employee is regularly required to demonstrate movement skills related to Dance instruction

**Lifting:** Employee is occasionally required to lift and/or exert force up to 35 pounds

**Environment:** The environmental characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The noise level in the work environment is usually noisy. Frequent district and occasional state/nationwide travel; prolonged and irregular hours; outdoor and indoor work; exposure to sun heat, cold, and inclement weather

**Mental Demands:** Required to maintain emotional control under stress, must efficiently manage many projects at the same time

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.