



Position Title:	Middle School Drama Teacher
Date Modified:	May 2022
FLSA Classification:	Exempt
Reports To:	Middle School Head
Position Purpose:	The Middle School Drama Teacher prepares curriculum and teaches drama and public speaking for middle school students

Specific duties (*not limited to*):

- Successfully teach all assigned Drama classes focusing on drama, public speaking, theater etc.
- Supervise classes to ensure all students are learning in a safe and productive environment
- Serve as an advisor to a group of students (determined by Head of Middle School) and supervise study halls daily
- Assist with opening-of-school functions, pre-planning week, *Back to School* nights, and complete all assigned tasks from Middle School Head
- Actively support school functions, such as athletic events, dramatic and musical productions, and field experiences
- Attend weekly faculty meetings and serve on faculty committees as needed
- Meet responsibilities and deadlines in the classroom and of the school (e.g., fall and spring parent conferences, accurate and timely report writing, weekly grade level team meetings)
- Communicate with parents: return phone calls, emails and notes in a timely manner
- Provide extra help to students before or after school and/or study halls
- Prepare course materials such as syllabi, homework assignments, and handouts
- Maintain student attendance records, grades, and other required records
- Evaluate and grade students' class work, assignments, and papers
- Compile, administer, and grade examinations
- Use online grading and course management software, and update grades regularly and timely
- Plan, evaluate, and revise curricula, course content, and course materials and methods of instruction
- Use effective class management techniques to ensure effective learning
- Collaborate with other faculty and staff, especially the grade-level team
- Maintain regularly scheduled office hours in order to advise and assist students
- Maintain expertise in subject matter through professional development
- Participate in daily or weekly duties such as break, lunch, or carline
- Perform other duties as assigned by the Middle School Head

Qualifications

- Bachelor's degree or post graduate work in subject matter.
- A minimum of five years teaching and administration experience in an independent school environment preferred
- Excellent verbal and written communications skills
- Demonstrated leadership and facilitative skills

- Proficient in using technology and web tools
- Able to use basic office equipment
- Committed to inclusion and issues of social justice and equity

Physical Requirements and Work Environment

- Works in a highly involved and busy environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts
- May work at a desk and computer for extended periods of time
- Be able to occasionally lift up to 20 lbs
- Work primarily in a traditional climate controlled classroom environment
- Work intermittently in outside weather conditions, including extreme heat and cold

Acknowledgment

I understand the responsibilities and competencies of the Middle School Drama Teacher position

Signature

Date

Non-Discrimination Notice

Shorecrest acknowledges its obligation to prohibit discrimination, harassment, or retaliation on the basis of race, color, religion, age, national origin sex, citizenship status, genetic information, handicap or disability in admissions, access, employment, tuition assistance, educational policies, or other school administered student and employee programs and activities. Questions regarding the School's compliance with the application and administration of the School's nondiscrimination policies should be directed to Kristine Grant, Head of Middle School, 5101 First Street Northeast, St. Petersburg, Florida 33703, (727)-522-2111, kgrant@shorecrest.org or to the U.S. Department of Education's Office for Civil Rights (OCR). Please refer to the School's Non-Discrimination Compliance Policy on the School's website for information on how to file complaints with OCR.

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