

MONROEVILLE LOCAL SCHOOLS

JOB DESCRIPTION

Date: July 10, 2019

Title: DRAMA ADVISOR

Qualifications: Clear BCI check
Experience in the field of drama

Reports To: Assigned Building Administrator

Job Goal: Take charge of the total drama program
Oversee dramatic productions
Coach students in drama production, acting, scene design,
set construction, make-up, costumes and so forth

Performance

Responsibilities:

1. Direct all play productions.
2. Coordinates scheduling with principal and/or athletic director.
3. Work with orchestra and/or choir directors if needed.
4. Select plays for presentation.
5. Handle auditions and rehearsals (must be present for these activities).
6. Follow district's purchasing procedure.
7. Oversees student safety at all times.
8. Enforces discipline and appropriate behavior.
9. Schedule facilities for practices/events.

Terms of

Employment: Work year, work-day and salary as adopted by the Board of Education.

Evaluation: Performance of this job will be evaluated by the administrator in accordance with the job description.