

**NEWPORT INDEPENDENT SCHOOLS
SPEECH AND DRAMA TEACHER JOB DESCRIPTION**

TITLE: SPEECH AND DRAMA TEACHER

PRIMARY SUPERVISOR: BUILDING PRINCIPAL

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability to work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.
4. Shall demonstrate knowledge of and experience in acting, set design and construction, lighting and technical aspects of theater.
5. Shall demonstrate excellent verbal and written communication skills.
6. Previous experience at high school level preferred.

PHYSICAL QUALIFICATIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel.
2. The employee frequently is required to reach with hands and arms and talk or hear.
3. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
4. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

JOB GOAL:

To educate the students who want to improve oratorical or theatrical skills that can benefit a career in journalism or acting. Must help students learn to articulate and enunciate words more clearly with the right accents both in speaking and acting.

GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the district to parents, and convey to them the district's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to Newport Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. The speech and drama teacher will assist the faculty in developing the curriculum for theater acting and speech development.
2. Plan, evaluate, and revise curricula, course content, course materials, and methods of instruction.
3. Develop specific goals and plans to prioritize, organize, and accomplish your work.
4. Conduct activities that allow students creative self-expression and communication.
5. Design programs that enhance conversational speech.
6. Teaches enunciation development, and dialects, using voice exercises, speech drills, explanation, lectures, and improvisation.
7. Discusses and demonstrates vocal and body expressions to teach acting styles, character development, and personality projection.
8. Produces and directs plays for school and public performances.
9. Assist with: selecting appropriate plays, auditions and casting; planning rehearsal schedules; preparing a budget; costuming; preparing the program; publicity and advertising; tickets; props; sound; lighting design and setting; scene and set changes
10. Develop each student's dramatic skills to the greatest extent possible within his/her capabilities;
11. Assigns nonperforming students to backstage production tasks.
12. Assist with supervising all students at all practices, performances, activities and events;
13. Instruct all students in proper care and use of all stage equipment and materials including the stage floor, curtains, batons, riggings, platforms, lights, flats, trucks and props. Storage areas must be maintained.
14. Assist with taking responsible and prudent measures to assure the safety of all students-cast and crew alike.
15. Assist with the maintenance of good discipline within the cast. Must take appropriate measures to correct students using sound reason and judgment.
16. Assist with planning and conducting productive and efficient rehearsals;
17. Design, build and paint all backdrops, flats and sets.
18. Shall perform other duties related to the position as assigned by the Superintendent.

DAYS OF EMPLOYMENT: 186 days

SALARY: Determined by Board of Education certified salary schedule and stipend.