

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### High School Assistant Play/Musical Director

**Supervisor:** Building Administrator

**FLSA Status:** Non-Exempt

**Employee Group:** Differential

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#### Qualifications:

1. Valid Illinois Professional Educator License or relevant work experience
2. Previous experience directing play and musical performances

#### Terms of Employment:

- Differential
- Year to Year Contract

#### Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

#### Duties:

1. Serve on audition committee.
2. Serve as technical director: coordinate design and construction of sets, lighting design/set up and sound design and set up.
3. Assist with student rehearsal.
4. Check weekly student eligibility and report to director.
5. Assume designated responsibilities during performances.
6. Keep current with best practices and requirements as they relate to your job assignment.
7. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.