HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Middle School Assistant Play/Musical Director

Supervisor: Building Administrator

FLSA Status: **Exempt** **Employee Group:** **Differential**

Qualifications:

1. Valid Illinois Teaching Certificate or relevant work experience
2. Previous experience directing play and musical performances

Terms of Employment:

- Differential
- Year to Year Contract

Duties and Responsibilities:

1. Assist in audition process.
2. Assist with rehearsal, attendance, stage management, and performance.
3. Assist in costume and prop acquisition.
4. Provide technical assistance as needed for sets, lights and sound.
5. Monitor weekly academic eligibility and report to director.
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.
8. Represent the Harlem Consolidated School District in a professional manner.
9. Utilize an appropriate range of instructional strategies and curriculum resources encompassing all forms of diversity while promoting equity and inclusion.