

ST HELENS SD 502
Theatre/Yearbook/Language Arts Teacher - Temporary (2022-119)

JOB POSTING

Job Details

Posting ID

2022-119

Title

Theatre/Yearbook/Language Arts Teacher - Temporary

Description

This position will begin on February 6, 2023. This is a temporary position with potential for a permanent position for 2023-24.

Viable candidate will hold a TSPC license with a Drama endorsement or the ability to obtain one and experience in Yearbook, Photography, Speech/Language Arts preferred.

When applying, please include the following:

- On-line application
- Resume'
- Cover letter
- At least 3 current letters of reference
- Unofficial transcripts

JOB SUMMARY

Produces creditable musical and/or theatrical productions. Promotes close working relationships with the community. Keeps the principal informed about emerging issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Promotes collaboration with other performing arts programs.
2. Ensures compliance with all production licensing agreements.
3. Promotes a favorable image of the school district. Encourages community partnerships that enhance district programs and services.
4. Communicates program objectives to encourage student participation. Organizes open auditions. Informs participants about personal responsibilities. Casts from all appropriate grade levels. Helps assign and supervise work crews.
5. Organizes and carries out a practice schedule. Coordinates activities with the school calendar.
6. Promotes the proper use and care of school property.
7. Keeps production records. Supervises tickets sales. Maintains income and expense records. Ensures that all financial activities are processed through the proper student activity account.
8. Provides for safe working conditions. Oversees the proper care and storage of production equipment. Makes minor repairs. Ensures that equipment is safe to use and available when needed.
9. Provides guidance, communicates high expectations, and shows an active interest in student progress. Promotes academic success as an important priority for all students.
10. Maintains high standards and upholds the student conduct code.
11. Respects personal privacy. Maintains the confidentiality of privileged information.
12. Encourages student involvement in thespian organizations.
13. Promotes favorable recognition of program participants.
14. Arranges student transportation for sanctioned activities.
15. Obtains permission to be away when duties conflict with other assigned duties.
16. Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
17. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.

18. Reports evidence of suspected child abuse as required by law.
19. Monitors innovations, evaluates activities, and recommends program improvements.
20. Participates in national, state, and/or regional activities that advance district goals.
21. Accepts personal responsibility for decisions and conduct.
22. Strives to develop rapport and serve as a positive role model for others.
23. Articulates a clear vision and provides leadership to advance the change process
24. Promotes a positive work environment and encourages staff enthusiasm.
25. Skillfully manages individual, group, and organizational interactions.
26. Averts problem situations and intervenes to resolve conflict.
27. Interprets information accurately and initiates effective responses.
28. Effectively uses verbal, nonverbal, writing, and listening skills.
29. Organizes task and manages time effectively.
30. Performs other specific job-related duties as directed.

SUPERVISORY RESPONSIBILITIES

Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelors degree or higher. Prior successful experience working in the drama setting.
- Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- General knowledge of computer usage and ability to use, e-mail, internet software and word processing software.
- Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions.
- Ability to obtain a valid CPR/First Aid card if needed, Oregon Driver License, bloodborne pathogen training, blood spill training.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms.
Maybe required to stand, reach, bend, crouch, kneel, crouch or crawl.

Maybe required regularly lifting and/or move up to 50 pounds and occasionally up to 100 pounds.
 Maybe required to lift, carry, and move work-related supplies/equipment.
 Maybe required to operate and/or ride in a vehicle.
 Maybe required to occasionally climb stairs or ladders.
 Maybe required to operate and/or ride in a vehicle.
 Maybe required travel to meetings.
 Maybe required to operate power-driven equipment.
 Maybe required to perform repetitive tasks quickly and differentiating variances in intonation, pitch, rhythm, and sound.
 Maybe required to wear protective clothing and use safety equipment.
 Maybe required to work extended hours.
 Maybe required to work under time constraints to meet deadlines.
 Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to load, but occasionally high. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises and odors. Potential for exposure to blood-borne pathogens and communicable diseases. Potential for interaction with disruptive and/or unruly individuals.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: St. Helens SD Prepared Date: May 2010

<i>Shift Type</i>	Full Time	<i>Salary Range</i>	\$47,692.00 to \$90,712.00
<i>Salary Code</i>	Annual	<i>Job Category</i>	Teacher
<i>External Job Application</i>	OR Teacher/Adm Application	<i>Internal Job Application</i>	District Internal Candidate Application
<i>Location</i>	St. Helens High School	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>			

Job Application Timeframes

<i>Internal Start Date</i>	11/15/2022	<i>General Start Date</i>	11/15/2022
<i>Internal End Date</i>		<i>General End Date</i>	

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	Dr. Katy Wagner	<i>Title</i>	Principal
<i>Location</i>	St. Helens High School	<i>Phone</i>	

Email

katyw@sthelens.k12.or.us

References

*Automatically Send
Reference Check*

No

*Reference Check
Form*