



### **JOB DESCRIPTION**

**Title:** Theatre Instructor  
**Reports to:** Department Chair  
**Supervises:** None  
**Status:** Exempt  
**Effective Date:** August 6, 2019 – June 3, 2020  
**Scheduled time:** 2:00 – 5:00

191 days

#### **Summary:**

New Mexico School for the Arts' (NMSA) Theater Department is seeking a 1-year, part-time Theatre Instructor.

The course load is 15 hours/week Monday – Friday and will include in person teaching and potentially online/virtual teaching as directed by the school district with respect to the COVID-19 and CDC Guidelines.

#### **Teaching:**

- Teaches assigned classes in location and times as designated by the Theatre Department Chair
- Enters student attendance daily
- Enters weekly participation and project grades
- Enters grades for trimester and mini-wheel classes
- Submits leave request forms in a timely manner to the Theatre Department Chair
- Calls in sick to the Theatre Department Chair
- Responsible for finding substitutes in event unable to teach, whenever possible

#### **Lesson Plan and Curriculum:**

- Understands the goals, objectives, priorities and responsibilities of the Theatre Department, and aligns instruction accordingly
- Provides syllabus for trimester classes
- Provides appropriate constructive feedback to students

#### **Administrative:**

- Aids in research and curriculum development
- Pre- and post-production planning and execution
- Submits approved requisitions and reimbursement forms in a timely manner
- Submits Leave request forms at least two weeks in advance of a known absence

**Other Duties:**

- Participates in the admissions process as an audition panelist
- Participates in regular department meetings
- Attends in-service days as indicated on the school calendar
- Directs at least one full production as assigned by Theatre Department Chair
- Remains within assigned production budget
- Clears class supply requisition with Theatre Department Chair
- Assists in Front of House duties as assigned by Theatre Department Chair

**Knowledge, Skills, and Abilities Required:**

- Believes in the mission of the school
- Desires to strive for excellence in teaching and administrative duties
- Demonstrates ability to work with people of all backgrounds and ages
- Behaves ethically and with personal integrity
- Communicates clearly with students, staff and parents
- Displays professional appearance with students
- Demonstrates passion for theatre
- BFA in Theatre studies preferred
- Candidates are not required to hold New Mexico Public Education licensure