



500 Montezuma Avenue, Suite 200, Santa Fe, NM 87501 | 505.216.7888

Job Description – Theatre Instructor

Instruction:

- Teaches assigned classes in location and times as designated by the Head of School or Designee.
- Enters student attendance daily.
- Enters weekly participation and project grades.
- Enters grades for trimester and mini-wheel classes.
- Directs at least one full production as assigned by the Theatre Department Chair.
- Remains within assigned production budget.

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 and tabulates pre and post trimester class assessments.
- Provides appropriate constructive feedback to students.

Administrative:

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

Leave

- 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.

Other Duties:

- Participates in the admissions process as an audition panelist.
- Participates in regular department meetings.
- Attends scheduled staff meetings.
- Attends in-service days as indicated on the school calendar.
- Attends student/instructor conferences.
- Clears class supply requisition with Theatre Department Chair.
- Assists in Front of House duties as assigned by the Theatre Department Chair.

Knowledge, Skills, and Abilities Required:

- Minimum requirement is a B.A. in theatre or performance.
- 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.