

**TITLE:** Choreographer- Musical **DEPARTMENT:** Activities

**REPORTS TO:** Musical Director/ Activity Coordinator/Building Principal

**POSITION SUMMARY:** This position is responsible for overseeing and coordinating choreography and dance for the Musical at Liberty High School, so that student actors and dancers might achieve a high level of skill as well as an appreciation for theatre, music, and teamwork. It is a supervisory responsibility of all school employees to supervise students and to assist in maintaining a safe environment.

**ESSENTIAL FUNCTIONS:**

- Lead and/or support dance rehearsals as needed.
- Gathers and retains needed data and anecdotal observations on student performance.
- Oversees dance team including: dance captains (based on needs of production).
- Assigns duties to dancers and dance captains as necessary.
- Follows and maintains knowledge of all District Regulations and procedures.
- Instructs and demonstrates skill sets and techniques necessary for individual and group achievement in establishing technical support systems for the production.
- Assures a District employee is present at all technical calls and performances.
- Observes dancers and actors during rehearsals for feedback.
- Support in monitoring all paperwork and accounting procedures including: budgeting, purchase orders, fundraising reports, inventories.
- Adheres to financial Regulations and practices of the District in regard to the handling of money, expenses, and receipts.
- Organizes and directs individual and small group dance activities.
- Assists in arranging weekly dance calendar with musical director.
- Enforces discipline regulations and emphasizes healthy lifestyles.
- Supervises students in all production areas and ensures appropriate behavior.
- Instructs students on and maintains a safe environment and facilities for student performers at all times.
- Completes District injury report for any student injured within 24 hours even if student does not see physician.
- Models professional behavior and maintains appropriate conduct towards members of technical team, performers, staff members, and audience members.
- Professionally represents the school and the District in interactions with student, parents, community, staff and the media.
- Maintains appropriate certifications and training hours as required the ISD.
- Inventory equipment no later than three (3) weeks after the end of performances.
- Submits Purchase Orders with quotes for any equipment that needs to be purchased.
- Demonstrate regular and prompt attendance to all team events.
- Conferences with parents/guardians, as necessary, regarding the performance of their student.
- Follows District Regulations.
- Participates in special activities to include parent's night, banquets, award nights, and assemblies, as needed and/or required.
- Models nondiscriminatory practices in all activities.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

**QUALIFICATIONS:**

**Working Conditions & Physical Requirements**

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

to lift up to 50 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

**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. Duties are normally performed in a school environment or outdoors. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

**EDUCATION:** High school diploma or equivalent.

**EXPERIENCE:** Job related experience is desired.

**REQUIRED TESTING:** None Required

**CERTIFICATES AND LICENSES:** None Required

**CONTINUING EDUCATION/TRAINING:** None Specified

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Non-exempt

**BARGAINING UNIT:** Unrepresented

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date