

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** Technical Director

**DEPARTMENT:** Activities

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

**POSITION SUMMARY:** This position is responsible for overseeing and coordinating technical aspects for the Musical at Issaquah High School, so that student technicians might achieve a high level of skills 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 organizational meetings for potential technicians and parents as needed. and
- Encourages potential technicians to participate in the musical.
- Gathers and retains needed data and anecdotal observations on student performance.
- Oversees technical team including: assisting in recruiting and training tech support team, run crews, and any other additional technical support team members (based on needs of production).
- Works with musical director and activity coordinator to monitor the academic performance of student performers to ensure that eligibility requirements are met; and encourages student performers to maintain a high academic standard
- Assigns duties to technical team as necessary.
- 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 technicians, during technical calls and performances to determine the needs for individual or group improvement.
- 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 technical activities.
- Assists in arranging weekly technical calendar with musical director.
- Enforces discipline regulations and emphasizes healthy lifestyles.
- Supervises students in all production areas and ensures appropriate behavior.
- Instructs technical team on and maintains a safe environment and facilities for student technicians at all times.
- Completes District injury report for any student injured within 24 hours even if student does not see physician.
- Submits technical team rosters to the athletic/activity secretary and activity coordinator before the first performance.
- 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.
- 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 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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Date