



## Job Profile

Job Title:	Theater Arts Teacher and Theatrical Director
Department:	Performing Arts
Reports to:	Principal
Date:	3/3/25

### Job Status:

Exempt <input checked="" type="checkbox"/>	Non-Exempt <input type="checkbox"/>
Full-time <input type="checkbox"/>	Part-time <input checked="" type="checkbox"/>

### General Summary

*What is the primary purpose of this position?*

The St. Francis Catholic High School Theater Arts Teacher and Theatrical Director will be a passionate educator who is deeply committed to Catholic, faith-based education and student success. The teacher is a subject matter expert who knows how to build a positive classroom culture focused on learning, uses student learning data to drive his or her work, and delivers engaging rigorous instruction. The teacher is expected to implement the school mission and philosophy, to follow the policies of the Diocese of Sacramento, and to adhere to the directives set by school administration. In collaboration with the Director of the Arts, the Technical Director, and Administration, the person in this position will oversee the productions of the co-curricular theater program. This position is a part-time teaching position for the 25/26 school year and includes additional compensation for directing St. Francis Catholic High School theatrical productions, one in the fall semester and one in the spring semester.

### Essential Responsibilities

*List all major job functions performed on a regular basis.*

***All areas of responsibility must be operated consistent with the Catholic mission of the school.***

#### *Classroom Teaching*

- Implement curricula and academic interventions that meet grade-level standards;
- Design and implement assessments that measure students' progress towards grade-level standards;
- Use student assessment data to refine curriculum and inform instructional practices;
- Communicate effectively with students, families, and colleagues;
- Create a positive, achievement-oriented and structured learning environment that excites and invests students;
- Successfully foster and support an inclusive educational environment;
- Collaborate with teachers and leaders to improve instructional, culture-building and leadership skills;



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- Develop lesson plans in accordance with site and Diocesan policy, as well as specific plans for substitutes as necessary;
- Maintain grading records, record daily attendance, and complete all required record keeping as designated by administration;
- Attend all employee meetings, department meetings, collaboration meetings, and FEP/SST meetings as appropriate;
- Participate in homeroom, substitution, and supervision duties as assigned;
- Attend and fully engage in all professional development, staff meetings, liturgies, masses, prayer services, assemblies, supervision duties, and school events such as but not limited to Catechetical training, Community Benefit, Back to School Night, Open House, Baccalaureate, Graduation.

### *Theatrical Production Direction*

- Direct at least two productions per school year (usually one play and one musical).
- In collaboration with the Director of the Arts, research and recommend the productions, considering school mission, with approval from Administration and the Arts.
- In collaboration with the Director of the Arts, the Technical Director, and Administration, conceive, develop, and implement the artistic vision for the productions and communicate that to the broader SFHS Arts members, including the cast and crew.
- Broadly communicate the artistic vision for the productions to the school faculty and staff for cross-curricular opportunities.
- Oversee auditions, casting, and related activities.
- Attend and participate in all pre-production, production, and post-production meetings.
- Attend and direct cast rehearsals and stage the shows.
- Collaborate with Director of the Arts and Technical Director on creative choices including choreography, costumes, sets, props, lighting, and sound to ensure cohesive vision.
- Responsible for all cast communication.
- Lead tech rehearsals in collaboration with the Technical Director and Director of the Arts.
- Responsible for ensuring student safety at all times.
- Responsible for student discipline and enforcing the policies of the Student-Parent Handbook.

### Job Specifications/Requirements

*List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.*



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### Education:

BFA or Bachelor's Degree in a related discipline required. Single Subject Teaching Credential and/or Master's Degree preferred.

### Job experience:

3+ years in a theater and/or teaching theater at the high school or college level. Experience as a lead director preferred. Experience teaching in Catholic education preferred.

### Technical/Functional skills:

- Desire to serve in the vocation of Catholic education
- Ability to teach grade levels 9-12
- Ability to teach theater content, concepts and techniques
- Excellent written and verbal communication skills
- Proficiency in Chromebook usage and applications and in integrating technology into the curriculum
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students
- Understanding of and an ability to implement the State Board Adopted Standards into the curriculum
- Ability to clearly communicate expectations to parents and students
- Ability to communicate to, interact with, and make connections with students in a positive way
- Desire and ability to investigate, learn and implement new ideas about educational methods and ideas
- Desire and ability to organize, promote and present student theater productions that are attended by the community
- Ability to maintain confidentiality and professional ethics
- Compliance with guidelines established for safety training

### Other Requirements:

Other duties may be required as needed.

Employee Signature:

Date:

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Supervisor Signature:

Date:

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HR Signature:

Date:

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