

Cape Girardeau Public School District No. 63

Job Description

Job Title: Speech and Drama Teacher - High School

Terms of Employment: 9 month contract; 183 days

FLSA Status: Exempt

Reports To: Principal

Brief Description of Position:

The speech and drama teacher is responsible for teaching a full assignment of courses in public speaking and in dramatic interpretation and performance. In addition, the position includes serving as director of theatre for school-wide performances and as sponsor of campus theatre organizations.

Required Qualifications:

- Valid Missouri Teaching Certification in Speech and Theater, Grades 9-12
- Demonstrate knowledge and experience in directing dramatic productions
- Demonstrate knowledge and experience in acting, set design and construction, lighting and technical aspects of theater.
- Excellent oral and written communication skills
- Skilled in human relations, leadership and conflict management
- Knowledgeable of teaching techniques that meet the diverse needs of all students
- Sensitivity to the developmental stages and well-being of all students
- Proficiency in computer hardware and software, including word processing, spreadsheets, multimedia presentations, e-mail, internet, digital media and instructional delivery systems

Preferred Qualifications:

- Valid Missouri Teaching Certification in English, Grades 9-12
- Master's Degree in Speech Communication in order to teach dual-credit courses
- Working knowledge of Professional Learning Communities
- Previous experience at high school level.

Essential Duties:

- Create a classroom environment that is conducive to learning and appropriate to the maturity, interests and abilities of all students
- Guide the learning process toward the achievement of established curriculum goals
- Communicate clear objectives to students for all lessons, units and projects
- Assess the progress of students on a regular basis, provide progress reports as required and communicate with parents regularly
- Employ a variety of instructional techniques and teaching strategies to meet different needs and interests of students in whole-group and small-group learning
- Seek the support of district specialists when concern regarding student progress arises
- Ensure the classroom environment is safe, healthy and conducive to learning and that materials are in good condition and accessible to all students
- Maintain an ongoing program of professional growth and development

- Establish partnerships with the greater community as appropriate in support of the academic program

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between locations will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 1, 2013