



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Frederick, Maryland 20678

POSITION DESCRIPTION

**POSITION: Middle School Drama Production**

**JOB SUMMARY:**

The middle school drama production director is the representative of the principal to ensure that the school play has a reflective representation of the school community. The teacher will work with the administration, students, staff, and community to assure a successful experience for students and successful public performances. These efforts can be accomplished through after-school rehearsals, weekend events, and performance events. Teachers shall enforce and adhere to the policies, rules, and guidelines of the Board of Education and the school.

**REPORTS TO:** School Principal

**QUALIFICATIONS AND EXPERIENCE:**

1. Excellent oral and written communication skills
2. Demonstrated management, leadership and human relations skills
3. Ability to exercise good judgment in making decisions
4. Proven ability to carry an assignment to its completion
5. Demonstrated success in accomplishing tasks akin to the duties and responsibilities listed below
6. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable

**DUTIES AND RESPONSIBILITIES:**

1. Audition students and select the students who will serve actors, stage manager, set crew, props crew, lighting and sound technicians.
2. Oversee fundraising to provide for ad sales, donations, special drawings, flower and tee-shirt sales.
3. Budget monies for the year, including set construction materials, costumes, make-up, royalties and fees, transportation, and equipment.
4. Select an age appropriate production.
5. Hire additional staff to assist as needed (assistant director and scenic artist).
6. Secure the calendar dates for rehearsals and the performances and reserve the building.
7. Provide for the design, purchase, maintenance, assignment, and cleaning of the costumes.
8. Provide for the purchase of all make-up and wigs and oversee the make-up design.
9. Co-ordinate the design, purchase, painting, and building of props and the set.
10. Co-ordinate parent volunteers to assist with concessions, fundraising, and ticket sales.
11. Arrange lighting by overseeing the design, ordering gels, hanging the lights, and programming the board.
12. Arrange sound by overseeing sound effects, maintaining microphones, and setting up monitors.
13. Make arrangements for publicity, pictures, fliers, newspapers, radio spots, road signs, and emails.
14. Run the rehearsals including blocking and lines.
15. Strike and clean up the stage, dressing rooms, lighting and sound booth, and back stage areas.
16. Other duties as assigned by the Principal that will provide for a successful program.

**OTHER DUTIES:**

Performs related work as required or assigned by the Principal and/or Athletic Director

**PHYSICAL DEMANDS:**

Position requires significant periods of standing and walking, and is performed in a typical school environment

**UNUSUAL DEMANDS:** None

**TERMS OF EMPLOYMENT:**

Salary commensurate with qualifications and experience applied to the current year Extra Pay for Extra Duty Longevity Pay Schedule.

**FLSA STATUS:** Exempt

**EVALUATION:**

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

**APPLICATION PROCEDURE:**

Coach/Club/Advisor application should be submitted to the Principal where vacancy exists.

References must be directly related to work experience and must include current immediate supervisor.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

**Nondiscrimination Statement**

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources  
410-535-1700

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481.

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**Anti-sexual, Anti-racial and Anti-disability Harassment Statement**

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Ms. Kimberly Roof  
Director of Student Services  
Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Ms. Laveeta Hutchins  
Director of Human Resources

Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly.

Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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