

**FLAGSTAFF ARTS AND LEADERSHIP ACADEMY
JOB DESCRIPTION**

POSITION/TITLE:	Part/Time Temporary Teacher - Tech Theater/Study Hall
TERMS OF EMPLOYMENT:	Short Term Contract
SALARY:	Placement Schedule
FLSA STATUS:	Non-Exempt
BENEFITS:	Standard Package

QUALIFICATIONS:

1. Bachelor's Degree or higher
2. Experience in Tech Theater and Classroom Experience
3. Valid fingerprint clearance card.
4. Must have the ability to work with a wide diversity of individuals to problem.
5. Must have proven human relations, interpersonal, and communication skills.
6. Must be able to work with limited supervision following standardized practices and or methods.
7. Must have a working knowledge of standard business machines including Macintosh and Google.

JOB GOAL: As the tech theater teacher it will be your responsibility to help students learn about and design sets and stages that bring them to to the next level while learning practical tools of the trade. Use of props, costumes, makeup, lights, sound, stage management, scenic design and set construction. The tech crew will design the elements then apply this knowledge to productions.

How do you make it rain on stage? What's the difference between an ellipsoidal and a fresnal? Should you use a miter or a bevel cut? Theatre is a collaborative art form; it depends upon many people working together. For every actor that you see onstage, there may be a dozen people working behind the scenes to create the environment and effects that support and enhance the performance.

Additionally you will be responsible to overseeing a Student Study that assists students with academic success in all their classes. In this position you will monitor student grades, assist with tutoring in all academic areas and maintain an environment that is conducive to learning.

DUTIES AND RESPONSIBILITIES:

1. Teach, instruct, demonstrate, inform, perform, direct, and repeat as needed, for pupil learning in the assigned area, utilizing the course of study adopted by the Board, and other appropriate learning activities.
2. Instruct pupils in citizenship and basic subject matter specified in state law, administrative regulation, and procedures of the Academy.
3. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
4. Performs lesson plans into learning experiences in order to best utilize available time for instruction. Creatively explores and organizes big ideas and themes.
5. Designs student activities that involve collaborative problem-solving relating to authentic issues.
6. Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
7. Habits are posted and the language of the habits is meaningfully incorporated into classroom

activities.

8. Makes reference to and meaningfully incorporates the FALA habits into all curricula.
9. Evaluates pupils' academic and social growth, keeps appropriate records, and prepares progress reports.
10. Crafts a diversity of assessments based on the FALA habits.
11. Implements a district-created summative assessment at the end of each semester for all students in all courses.
12. Develops and assess a growth portfolio for all students in all courses.
13. Communicates with parents through conferences and other means to discuss pupil's progress and interpret the Academy programs
14. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude and learning problems.
15. Creates an effective environment for learning through functional and attractive displays, bulletin boards and interest centers. Maintains a current and effective website for each course.
16. Maintains professional competence through in-service education activities provided by the Academy and self-selected professional growth activities.
17. Participates cooperatively with the appropriate administrators to develop the method by which the teacher will be evaluated in conformance with district guidelines.
18. Selects and requisitions books and instructional aids approved by the Board; maintains required inventory records.
19. Supervises pupils in out-of-classroom activities during the assigned working day.
20. Makes service learning an authentic curricular component of at least one course.
21. Creates a collaborative project in at least one course with another colleague at FALA.
22. Administers group-standardized tests in accordance with district testing program.
23. Participates in curriculum development programs as required.
24. Participates in faculty committees, school related activities and the sponsorship of pupil activities.
25. Is responsible for continuing learning of all students.
26. Any other duties as assigned.

To Apply: Send cover letter, resume and evidence of qualifications to the FALA Dean of Academy, Deidre E. Crawley, dcrawley@flagarts.com