



EDUCATION . . .  
*Road To Success*

**HANCOCK PLACE  
SCHOOL DISTRICT**

**SECTION: 400 Extra-Duty Assignments**  
**TITLE: 014 Drama Sponsor**

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<b>TITLE:</b>	Drama Sponsor (Elementary and High School)
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>* Valid teaching certificate in the State of Missouri</li><li>* Highly organized and able to meet critical deadlines</li><li>* Experience in the theatre performing arts, either at the high school-, college-, or professional-level, is preferred</li></ul>
<b>REPORTS TO / EVALUATED BY:</b>	Building Principal, Assistant Superintendent, and/or Superintendent
<b>TERM OF POSITION:</b>	The first day through the last day of the annual school year as set forth in the district's approved School Calendar.
<b>SALARY:</b>	Extra-duty stipend as set by the district's approved Extra-Duty Salary Schedule
<b>JOB GOAL:</b>	To supervise the growth and development of students in co-curricular and extra-curricular activities. To instill students with the love for learning of and performing in the theatre arts.
<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>* Have knowledge in and follow the guidelines, rules, regulations, policies, and procedures of the Hancock Place School District for participation in extra-curricular activities.</li><li>* Work closely with the building administrators in selecting an appropriate play to be performed.</li><li>* Advertise and recruit students to participate in the play.</li><li>* Select student-actors for each role in the play.</li><li>* Exercise proper care and handling of district equipment.</li><li>* Provide for the safety of facilities and the safety of the students while conducting all practice sessions, rehearsals, and performances.</li><li>* Work closely with the building administrators to publicize the dates and times of the play performances by utilizing the school newspaper, distribution of fliers, and the local area newspaper.</li><li>* Organize, supervise, and conduct fund-raising activities as required to support the activity, and maintain accurate financial records of same.</li><li>* Maintain accurate financial records that identify all sources of revenues and expenditures associated with the royalties, fees and costs involved in the performance of each play.</li><li>* Ensure that all deadlines are met so that the students are sufficiently prepared for their scheduled performance(s).</li><li>* Organize, sponsor, supervise, and conduct a minimum of one practice session per week during the duration of the activity, unless excused by a building administrator.</li><li>* Organize, sponsor, supervise, and conduct a minimum of three separate performances during the duration of the activity, unless excused by a building administrator.</li><li>* Ensure that the conduct and behavior of the Sponsor and students reflect the high ideals of competition, fair play, and good sportsmanship.</li><li>* Provide a yearly inventory of supplies and equipment to a building administrator.</li><li>* Inform and make recommendations concerning the activity to a building administrator.</li><li>* Maintain accurate financial records that identify all sources of revenues and expenditures associated with the publication, distribution, and sale of the yearbook.</li></ul>



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\* Complete all necessary paperwork in a timely manner as requested by the building administrator or the district's Board of Education.

\* Perform all other duties as dictated by law and/or assigned by the Building Principal, Assistant Superintendent, or Superintendent.

**Hancock Place School District**

**Date Approved: December 14, 2005**