

ROCHELLE PARK BOARD OF EDUCATION

JOB DESCRIPTION

TITLE: School Play Designer

QUALIFICATIONS:

1. Valid New Jersey Instructional Certification and/or valid Bergen County Substitute Certificate
2. Demonstrated knowledge of effective instructional methods and developmentally appropriate strategies in the area of art for helping students to create and design scenery and sets
3. Ability to maintain a positive constructive rapport with members of the school community, including students and parents
4. Strong interpersonal and communication skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal

SUPERVISES: Pupils

JOB GOAL: To provide guidance and instruction for students in the area of art as it applies to creating and designing scenery and sets, and to promote good conduct and cooperation among the students involved in the activity

PERFORMANCE RESPONSIBILITIES:

1. Schedules any meetings necessary for the students to design and create scenery and sets, and submits a schedule to the principal prior to the beginning of these activities
2. Maintains an accurate roster of students who participate in the program, and takes attendance at each meeting
3. Serves as a resource whenever information is required about the scenery design and set creation
4. Collaborates with other school personnel to schedule use of shared spaces like the gym or other such school facilities if necessary

- 5. Provides instruction for students with regard to the skills, abilities, and behaviors necessary to participate productively as a member of the set design team**
- 6. Models qualities of professionalism, cooperation, diplomatic communication, and fair participation, and guides students in developing these skills**
- 7. Holds students accountable to positive behavioral expectations, the stated expectations of the newspaper club, and all applicable rules and policies set forth by the school and the Rochelle Park Board of Education**
- 8. Communicates with administration and parents about students in the program when a student's conduct necessitates such contact (i.e. disciplinary infractions, behavior that could result in harm to self or others, etc.)**
- 9. Supervises students for the duration of scheduled activities, and ensures that they are supervised until such time as they are picked up or walk home**
- 10. Implements all policies and procedures of the Rochelle Park Board of Education**

TERMS OF EMPLOYMENT: Salary as defined by contract, work year to include all scheduled meetings identified prior to the beginning of the activity and culminating with the creation of sets in time for the performance of the play