

PLEASE POST

CO-121



PORT HURON AREA SCHOOL DISTRICT
Department of Human Resources

NOTICE OF NON-CERTIFIED VACANCY

October 5, 2017

Drama Coach

Ft Gratiot Middle School

Allocation # 1.112.24.0000.1560

SEE PAGE 2 FOR JOB DESCRIPTION

ALL REQUESTS MUST BE:

1. In writing to: humanresources@phasd.us
2. Received in the office of: Patricia Wachtel, Human Resources Manager *pw*
3. Received on or before: 4:00 p.m., October 15, 2017

Any bids received after the date and time stated above will **not** be accepted.

Applicants wishing to withdraw their interest must present a written request to the Office of Human Resources.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

PORT HURON AREA SCHOOL DISTRICT ADMINISTRATIVE SERVICE

ORGANIZATIONAL MANUAL

POSITION GUIDE

TITLE

Drama Coach

SECTION I -1

QUALIFICATIONS

1. Must have documented evidence of organizational skills, knowledge, experience, preparation and aptitudes commensurate with the level of the position.
 2. Must have demonstrated ability to work with, and motivate young people and adults.
 3. Must be available during the time requirements of the position.
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JOB RESPONSIBILITIES

1. Directly responsible for all matters relative to program including but not limited to, practice sessions, care and maintenance of equipment and supervision of participants during practices, performances and other group functions.
 2. Be knowledgeable of and consistently enforce school and District rules and policies.
 3. Effectively communicate with participants, other staff, parents, administrators and community members.
 4. Be responsive to instructions and directions of the building administration and district.
 5. Support and promote activities designed to further the District's mission and vision.
 6. Participate in activities designed to contribute to program and professional growth.
 7. Present a professional image and provide a positive role model in terms of personal habits, language and conduct.
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EVALUATED BY

SUPERVISING ADMINISTRATOR

SALARY DATA

AS PER NEGOTIATED AGREEMENT

ALLOCATION(S) 1.112.24.0000.1560

FORM DATA

PHASD FORM NO. AIS-OM-4 Ad. Off. Serv.

July 2009
