



File

***Cleveland Heights-University Heights Board of Education
Supplemental Job Description***

Job Title: Dance Team	Building: CHHS
Immediate Supervisor: Principal	Duration of position: Winter sports season
Salary Category: G	Expected # of participants: Approx. 15-20
Date of Last Program Review: September 2016	

Statement of purpose:

- **In order to provide students an organized opportunity for co-curricular exposure to a shared interest, the advisor will provide oversight to all aspects of the co-curricular group.**

Group goals: *{Refers to the general goals for the students participating in this co-curricular group}.*

- Provide dance performances as entertainment for winter sports teams to increase school spirit and unity
- Provide a artistic outlet for students to perform and create dance through collaboration
- Promote school spirit

Minimum knowledge, skills, certifications, physical requirements: *{Refers to the minimal skills the person in charge of this co-curricular group must possess, including: equipment operation}*

- Organizing practices and coordinating musical and dance performances.
- Choosing dance pieces for the team perform to increase student interaction and school spirit.

Detailed essential function(s) - specific to position: *{Refers to the duties and responsibilities of the person in charge of this co-curricular group}*

- Organize and monitor high school dance performers and performances for dance squad.
- Provide for dance participation at extracurricular activities including but not limited to pep rallies, spirit and sporting events during the winter sports season. Establish performance requirements and enforce academic requirements for student’s eligibility to perform in dance or instrumental routines.

Time Commitment Expected: *{Refers to the total amount of time you commit as the person in charge of this co-curricular group for the duration of this activity. Please list student contact time and preparation time separately.}*

- Students are asked to practice 1-2 times per week as many students may participate in other school activities. Each practice last from an hour to 90-minutes
- Students are asked to perform at both boys and girls basketball games dancing during half-time of the junior varsity games and varsity games.

Other Duties and Responsibilities:

- Coordinate financial aspects of the club
- Deposit all dance proceeds with school treasurer/authorize payment of production bills through district fiscal policies and regulations
- Coordinate fund raising aspects for the club
- Organize all working committees and prepare schedule for rehearsals and committee meetings
- Perform other duties as assigned by the Building Principal/Superintendent

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Teaching Certificate or Licensure
- Such alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

Equipment Operated:

- Computer/printer
- Telephone
- Copier
- Motor vehicle
- Calculator
- Fax machine

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students
- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional evening/weekend/summer work
- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.