



# Longview Independent School District

## JOB DESCRIPTION

# ASSISTANT DANCE/DRILL TEAM INSTRUCTOR (VIEWETTES)

<b>JOB TITLE:</b>	Assistant Dance/Drill Team Instructor (Viewettes)	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Principal	<b>TERMS:</b>	187 Days
<b>DEPARTMENT:</b>	Campus Assigned	<b>PAY GRADE:</b>	Teacher Pay Schedule

---

### PRIMARY PURPOSE:

Assist in providing students with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical and social growth; enable students to develop competencies and skills to function successfully in society.

### QUALIFICATIONS:

#### Minimum Education/Certification:

Bachelor's degree from accredited college or university  
Valid Texas teaching certificate with required endorsements for subject and level assigned

#### Special Knowledge/Skills:

- Specific knowledge of subjects assigned
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communications, and interpersonal skills

#### Minimum Experience:

Previous experience working with drill team/dance groups

### MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist in developing and implementing activities that fulfill the requirements of the viewette program and show written evidence of preparation as required
2. Assist in presenting the subject matter according to guidelines established by UIL, board policies, and administrative regulations



## JOB DESCRIPTION

# ASSISTANT DANCE/DRILL TEAM INSTRUCTOR (VIEWETTES)

### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Assist in planning and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned
4. Assist in conducting assessments of student learning styles and use results for instructional activities
5. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements
6. Assist in planning and supervising assignments of teacher aide(s) and volunteer(s)
7. Use technology to strengthen the coaching/learning process
8. Assist in helping students analyze and improve study methods and habits
9. Assist with ongoing assessment of student achievement through formal and informal testing
10. Assume responsibility for extracurricular activities as assigned; sponsor outside activities approved by the campus principal
11. Be a positive role model for students, support mission of school district
12. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students
13. Assist in management of student behavior in accordance with Student Code of Conduct and student handbook
14. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
15. Assist in selection of books, equipment, and other instructional materials
16. Assist in establishing and maintaining open lines of communication by conducting conferences with parents, students, principals, and teachers
17. Maintain a professional relationship with all colleagues, students, parents, and community members



# Longview Independent School District

## **JOB DESCRIPTION** **ASSISTANT DANCE/DRILL TEAM INSTRUCTOR** **(VIEWETTES)**

### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

18. Use effective communication skills to present information, accurately and clearly
19. Participate in the district staff development program
20. Demonstrate interest and initiative in professional improvement
21. Demonstrate behavior that is professional, ethical, and responsible
22. Assist in compiling, maintaining, and filing all reports, records, and other documents required
23. Attend and participate in faculty meetings and serve on staff committees as required
24. Comply with district policies, as well as state and federal laws and regulations
25. Adhere to the district's safety policies and procedures
26. Maintain confidentiality in the conduct of district business
27. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
28. Demonstrate regular and prompt attendance
29. Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES:**

None

### **EQUIPMENT USED:**

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment



# Longview Independent School District

## JOB DESCRIPTION

# ASSISTANT DANCE/DRILL TEAM INSTRUCTOR (VIEWETTES)

### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

#### Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; must be able to frequently to occasionally lift 25 to 50 pounds; outdoor exposure to sun and heat.

### EVALUATION:

Professional Evaluation

---

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ESTABLISHED/REVISED: April, 2017