



Longview Independent School District

JOB DESCRIPTION DANCE/DRILL TEAM INSTRUCTOR (VIEWETTES)

JOB TITLE:	Dance/Drill Team Instructor (Viewettes)	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Principal	TERMS:	203 Days
DEPARTMENT:	Campus Assigned	PAY GRADE:	Teacher Pay Schedule

PRIMARY PURPOSE:

Provide 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. Develop and implement activities that fulfill the requirements of the viewette program and show written evidence of preparation as required
2. Present the subject matter according to guidelines established by UIL, board policies, and administrative regulations



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned
4. Conduct 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. Plan and supervise assignments of teacher aide(s) and volunteer(s)
7. Use technology to strengthen the coaching/learning process
8. Help students analyze and improve study methods and habits
9. Conduct 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. Manage 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. Establish and maintain 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
18. Use effective communication skills to present information, accurately and clearly



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

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. Compile, maintain, and file 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



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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