

Goddard USD 265
High School Job Description

POSITION: Drama Coordinator

RESPONSIBLE TO: High School Administration

JOB DESCRIPTION: Supervision and the assistance in generating ideas and goals for the particular club or organization

TIME & PLACE OF MEETING: At least once a month during activity period at the high school. Other meetings are scheduled after school or for specific activities.

DESCRIPTION OF CLUB: Drama Club is an organization composed of students interested in the art of theatre. Participation in the club is open to any student at the high school. Students not only participate in theatre related activities, but are also active community service volunteers and help with fundraisers. Students are charged a membership fee.

SPONSOR RESPONSIBILITIES:

1. Supervise students
2. Collect fees
3. Help make arrangements for activities
4. Complete paperwork for field trips, etc.
5. Schedule meetings
6. Supervise officers
7. Attend events with students
8. Adult contact for community service, etc.

The duties and expectations for this job description will be in compliance with the activity sponsor's supplemental contract.

I have received and read this job description.

_____ Activity Sponsor's Signature	_____ Date
_____ Activity Director's Signature	_____ Date
_____ Principal's Signature	_____ Date