

**Job Posting for the 2018 - 2019 Academic Year:
Theater Director/Teacher**

Andean High School is a Roman Catholic, co-educational high school, sponsored by the Diocese of Gary, Indiana, located in Northwest Indiana. Founded in 1959, Andean has an enrollment of approximately 415 students with a strong diverse student population. Andean High School is fully accredited by the North Central Association Commission on Accreditation and School Improvement Department of AdvancED.

- Mission:** 59ers transform the world in positive, prophetic ways through faith, learning, leadership, and service.
- Position Opening:** Theater Director/Teacher (Full time)
- Contact:** Dr. Anthony Bonta, Principal
- Email:** tbonta@andeanhs.com
- Phone:** 219-887-5959 ext. 243
- Process:** Application materials should be sent to:
Andean High School, c/o Dr. Tony Bonta, 5959 Broadway, Merrillville, IN 46410, or to:
tbonta@andeanhs.com
- Application materials should include the following:
- Cover letter and resume
 - Contact information for three Professional References; at least one from a former supervisor
 - Copy of your academic transcripts and/or any certifications

Qualifications: Applicants must have the following:

- **Degree and Experience requirements:**
 - A minimum of a Bachelor's Degree in theater education, or a minimum of a Bachelor's Degree in a related field with theater production experience with a certified Indiana transition to teaching program
- **Licensure Requirements:**
 - A current Indiana License with an endorsement in Theater, English, Drama or Journalism
 - Demonstrated success in teaching at the secondary level is preferred
- **Diocesan Requirements**
 - Valid driver's license
 - If applicable, in good standing with current educational institution or current institution of employment
 - Will be subject to fingerprinting, drug testing and expanded background check per Diocesan policy.
 - Completion of VIRTUS training, or have training in an equivalent safe environment program

Application Deadline: Applications will be accepted until December 30, 2018.

RESPONSIBILITIES

The Theater Director/Teacher will have the following responsibilities:

- Designs and conducts recruitment/outreach programs to attract new theatre participants.
- Sponsors the high school drama club and chapter of the International Thespian Society, an honor society for theatre students.
- Plan and organize students to perform at the Regional Theater Contest and State/National Theater contest if applicable.
- Teaches acting principles and techniques to individuals and groups and conducts readings to evaluate student's talent.
- Produces and directs plays for school and public performances during the Fall, Winter and Spring.
- Oversees all aspects of theater productions including the following:
 - Auditions students to select cast and assign parts.
 - Rehearses and drills students to ensure they master parts.
 - Assigns non-performing students to backstage production tasks, such as constructing, painting, moving scenery; managing properties and costuming; operating stage lighting and sound equipment; and operating the stage counter-weight system.
 - Selects script for production.
 - Sees that all royalties, rental fees, and other fees/bills associated with a production are paid and maintains an accurate record of all expenses and receipts.
 - Secures and reserves rehearsal and performance facilities with building administration.
- Meets with building Principal to review goals for the theatre department productions.
- Ensures the safety of students by adhering to both stage safety while on stage and general school rules and regulations while on Andean High School premises and traveling.
- Submits budget needs annually to the Principal in accordance with established timelines and guidelines.
- Orders all supplies and materials necessary for theatre-related activities in accordance with established school procedures and budget allocations.

Classroom Expectations:

- Plans and uses appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.

- Creates an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Deals with inappropriate behavior quickly and effectively according to the school behavior policy.
- Plans all lessons with clear aims and objectives.
- Keeps careful records of student progress in line with departmental and school policy
- Attends scheduled meetings and all department/school meetings and events as requested

Other duties as assigned by the Principal or other administrative staff.

- **Start Date:** On or around January 9, 2019
- **Salary Range:** Decided based on the Diocese of Gary, Indiana salary schedule
- **Reporting Relationship:** Reports to Principal, Assistant Principal and Department Dean

Andean High School is an equal opportunity employer. Qualified applicants are considered for all positions without regard to race, color, sex, national origin, age, ancestry, or the presence of a disability, which, with reasonable accommodation, does not impair performance of professional responsibilities. Being a practicing Catholic in good standing with the Catholic Church may be a requirement depending on the position sought. All employees are considered ministers.