



AMERICAN PREPARATORY ACADEMY

Ballroom Team Director Job Description

Job Summary:

The team director is responsible for approximately 30 dancers, ranging in ages from 8th to 12th grade. The director introduces students to ballroom dance as an art form and positive physical activity, while preparing them to perform for school and community events, and compete in both team and individual categories. The director also uses dance to develop character traits such as hard work, self-discipline, confidence, a willingness to try new things, respect and accountability toward teammates, and a sense of belonging. This job is not easy, but it is extremely fulfilling and provides an opportunity to have a lifelong impact on the dancers.

Duties/Responsibilities:

- Teaching
 - Teach one regular period on M/T/F, and extended period on Th
 - The possibility of teaching an additional period of social dance half of the year.
 - Teach at and organize the team kickoff in August
 - Teach syllabus workshops in October for 4-6 dances
 - Generate and manage assignments and keep up-to-date on Skyward
 - Generate grades and manage bi-weekly grade checks
 - Manage classroom behavioral expectations
 - Attend APA pre/post service training and complete required modules
 - Choreography
 - Choreograph 10-15 routines covering a range of dance styles (International, American, social and novelty)
 - Set choreography on the team, clean and prep for performances/comps
 - If needed, arrange for outside choreographers
 - Re-formation as needed for each event
 - Performances
 - Arrange for 5-6 outside performance opportunities such as service events, community outreach, multi-school collaboration, etc.
 - Coordinate with admin for assembly performances and half-time shows
 - Put on a Winter Showcase in December featuring holiday routines
 - Put on a Spring Concert in May featuring all routines learned—coordinate tech, set design, guest performers, program, ticketing, front of house, advertising, rehearsals, etc.
- Competitions
 - Select 2-3 competitions, coordinate with organizers and register for both team and individual events
 - Arrange all syllabus partnerships and register for appropriate levels and ages
 - Ensure all team and syllabus routines are competition ready



AMERICAN PREPARATORY ACADEMY

- Oversee all team and syllabus events day of
- Team Management
 - Hold auditions and select the team each year
 - Arrange all costuming--researching, ordering, tailoring, mending, laundering, and inventory control
 - Assume responsibility for the storage unit
 - Choose, cut, and edit all music needed
 - Submit space requests, Ops support, and transportation requests
 - Select a team presidency, train and supervise throughout the year
 - Work with team presidency to sponsor monthly team socials
 - Create the lettering rubric and manage the lettering program
- Communication, Record Keeping, and Financials
 - Communicate with dancers and parents regularly
 - Hold mandatory parent meetings twice a year
 - Address any parent concerns and manage interpersonal issues within the team if needed.
 - Coordinate with team parent to arrange for volunteers at each event
 - Keep a working calendar and other necessary team records
 - Propose a budget and work with athletic director to determine team fees
 - Work with financial clerks to buy costumes and supplies, follow financial protocols for all expenditures
- Fundraising
 - Work with team parent to arrange at least 1 team fundraiser and 2 individual fundraisers
 - Work with financial clerk to make sure student accounts are updated
 - Work with team parent to manage concessions at showcase and concert

Required Skills/Abilities:

- Thorough understanding of the pedagogy and best practices of education.
- Desire to teach secondary (high) school-aged children and ability to adapt to their developmental status.
- The ability to design lessons that teach curriculum in an engaging manner, applying various teaching methods such as the flipped classroom, lectures, discussions, demonstrations, and individual or collaborative projects and research.
- Strong supervisory and leadership skills to manage and control the classroom.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the proven ability to maintain professionalism and tact in high-stress situations.
- Excellent organizational skills and attention to detail.
- Creative analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software.



AMERICAN PREPARATORY ACADEMY

Education and Experience:

- Bachelor's degree and state accreditation and licensing required; Master's degree highly preferred.
- Ongoing maintenance of all requirements regarding professional courses and in-services required.
- Prior teaching experience highly preferred.
- Specialized training in teaching secondary school-aged children is preferred.

Physical Requirements:

- Must be able to lift up to 25 pounds at times.
- Must be able to traverse school facility and lead students to safety in the event of an emergency.

Signature : _____

Date : _____

