Available Position: Middle School Drama Teacher
Department: Middle School
Reports to: Head of Middle School
FLSA Classification: Exempt (Salary)
Full/Part-time: Full-time (10 months)
Date Posted: February 2, 2022
Start Date: August 2022

About The Hockaday School:
The Hockaday School is an independent, college preparatory school for girls of strong potential and diverse backgrounds who may be expected to assume positions of responsibility and leadership in a rapidly changing world. With an enrollment of more than 1,100 students, The Hockaday School is the nation’s largest prekindergarten through grade 12 independent girls’ school. Ranked among the country’s finest college preparatory schools, it was founded over a century ago and continues today to build on its original Four Cornerstones: Character, Courtesy, Scholarship, and Athletics.

Hockaday’s faculty are recognized as experienced leaders in their field and students in every grade benefit from outstanding faculty and access to unmatched resources. Families who choose Hockaday care deeply about providing their daughters with a comprehensive and rigorous education, both inside and outside the classroom. Hockaday’s student body reflects the diversity that is deeply valued by the School. While most Hockaday families come from across the greater Dallas-Fort Worth area, Hockaday students also come from across the United States and around the world.

Position Description:
Hockaday Fine Arts Department is hiring a middle school theater teacher, to join a large and vibrant performing arts team, working in a sophisticated, purpose-built, multi-venue building. The position will teach drama and speech across the Middle School, as well as coordinate and direct a middle school (MS) musical.

The Curriculum in Hockaday Middle School Fine Arts is a set of common courses considered by Hockaday Fine Arts Faculty to be the foundational Arts education necessary for all fifth through eighth graders. This provides Fine Arts experiences for all students; the final goal being a developmentally appropriate, vertically aligned curriculum for Pre-kindergarten through Form IV. Middle School Fine Arts provides a foundation for physical and intellectual applications of creative work. Through the study of Music, Visual Arts, Theater, Dance/Movement and Film, the arts cultivate creativity, communication, and critical thinking through hands-on experiences.

Essential Functions:
- Plan and teach Drama classes for 5th and 6th grades within a quarterly Fine Arts rotation system
- Plan and teach a 7th grade Speech class on a rotating trimester system
- Plan and teach 8th Grade performance class, for 2 trimesters per year
- Direct and produce the 8th Grade Musical on an annual basis
- Serve as an advisor or co-advisor to a group of Middle School students
- Assist the Upper School performing arts team for the Upper School Musical as needed.
- Develop and execute engaging lesson plans creating an environment which allows students to think critically and independently
• Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students
• Effectively use technology in a way that expands class time and engages the class in the global community
• Communicate effectively with students, colleagues and parents
• Serve as an example to colleagues in manners of classroom management, teaching methods, and school procedures
• Other duties as assigned

**Qualifications/Experience:**
• Bachelor of Arts or Bachelor of Fine Arts in Theater or related field is required, Master’s degree in a relevant field preferred
• Teaching experience in theater required, preferably in a school setting
• Knowledge and experience with technical theater is preferred
• Experience and interest in developing innovative uses of technology in the classroom as well as comfort with its administrative use
• Experience developing curriculum strongly preferred
• Experience and interest in developing innovative uses of technology in the Middle School classroom as well as comfort with its administrative use
• Ability to teach students both in the classroom and online, as needed
• Commitment to being a supportive, respectful, and energetic colleague and mentor
• Must have the ability to work in a school environment through satisfactory completion of all legally required and School-required background and screening checks and verifications, including criminal and sex offender background checks

**Training:**
• Participate in all requisite School trainings prior to the start of the school, and throughout the School year
• Attend required staff development and training sessions throughout the year. Attend periodic in-service meetings
• Acknowledge receipt of the current Employee Handbook and are responsible for reviewing the contents and abiding by rules, policies and procedures stated in the Handbook or otherwise by the School
• Abide by Hockaday’s Code of Ethics and Conduct
• Commit to the ideals expressed in Hockaday’s Tenets of Faculty Excellence

**Physical Requirements and Work Environment:**
• Regularly works in standard office or classroom conditions and climate
• Regularly uses close and distance vision, including working at a computer screen for extended periods of time; ability to observe students from various distances
• Frequently required to move around the office/classroom; works at a desk for extended periods of time
• Ability to occasionally move items weighing up to 30lbs. across the campus/classroom/office
• Ability to periodically support before and after-school or weekend events
• Ability to maintain appropriate boundaries with students, fellow staff and community members
Limitations and Disclaimer:
The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration’s assignment of essential functions; and nothing in this herein restricts administration’s right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

Application Requirements:
Qualified candidates should complete an online application for employment under How To Apply at https://www.hockaday.org/about/employment and attach a cover letter and résumé. You will receive an email confirming receipt of your application and additional details to complete the application process. Contact recruitment@hockaday.org with any questions.

The Hockaday School is an equal opportunity employer. It is our policy not to discriminate, and to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, color, sex, sexual orientation, creed, religion, national origin, ethnicity, age, disability, veteran status, or other applicable protected classification.