Education Support

American Dance

Assistant Director Duties

Compiled By Fayla Curry, Conroe HS Golden Girls

Qualities Expected of Dance Team Director and Assistant Director:

-Disciplined
- Professional
-Passionate
-Organized
-Loves Dance, Education, and students
-Open
-Willing to continue learning (classroom and studio)
-Self-Motivated
-Compassionate
-Inquisitive
-Flexible
-Available (time-wise)
-Personable
-Mature in Judgement with Students
-Independent
-Dependable
-Good Communicator
-Listener
-Able and Unafraid to ask Questions

Directors Expectations of Assistant:

- We are in this TOGETHER. Do not hesitate to come to me with anything. Make sure we communicate on all levels. If you have a concern, tell me. If you need help or are overwhelmed, please let me know. If you have a better method or idea, please share.
- I expect you to attend all functions. Arrive 15 minutes early and stay until all clean-up is completed and students are gone. Get to know the dancers and the program. Attend all Booster Club meetings. (I never allow the Booster Club to meet without me).
- Remain personally separated from the students. Be their Assistant Director/Teacher and never allow them to turn your relationship to anything else. Refrain from giving your phone number or address to any student or parent. You need your personal time outside of regular school/Dance Team hours.

- Keep our conversations/discussions private regarding individuals, program plans, etc. Also, please help to "stomp out" rumors/gossip amongst team members, parents, faculty, etc.
- Know the Handbook and let us work together to stay on the same track with the dancers. Having 2 people disciplining can become a mess if we aren't communicating and following the same guidelines.
- Other teachers may come to you with comments or concerns regarding team members. Please notify me immediately of all information. I need to know and take care of all situations. This also goes along with anything in reference to the program (Junior High or High School). I MUST be aware of everything (no matter the size or topic).
- Be prepared to not make the final decisions. Ultimately, I am responsible for the team. I respect your advice and ideas but understand that everything falls on my head at the end of the day.

<u>Specific Director Duties:</u>
-Team Planning
- Rehearsals , Classes, & Performances
-Choreography
-Booster Club
-Administration
-Budget/Finances
-Website
-Communication (staff, parents, alumni, other organizations, and team)
-Recruitment and Program Promotion
-Community PR
-Officers/Social Committee
-Communicate, Listen, Ask

<u>Specific Assistant Duties:</u>
-Fundraising-Activity Account
-Form and Money Collection
-Accounting
-Attendance & Demerits
-Facility/Transportation Requests
-Team Managers
-"Team Notebook" upkeep
-Team Purchases
-Registration for Contests, workshops, etc.
-Production follow-through (flyers, tickets, anything not done by boosters)
-Assist with Director duties when necessary
-Communicate, Listen , Ask

<u>Director Responsibilities to Assistant</u>

- Prepare
- Mentor
- Share
- Demonstrate
- Provide learning opportunities
- Guide
- Inspire
- Support
- Communicate
- Listen
- Ask