



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

POSITION DESCRIPTION

POSITION: Auditorium Tech Assistant

JOB SUMMARY:

The auditorium tech assistant is the representative of the principal for school and community related activities and the school's resource person in the area of these activities and events as it relates to the school's auditorium. The auditorium tech assistant works with the auditorium tech supervisor to oversee the technical preparation of the school auditorium (lighting, sound, staging) for all in-school, other school, and community programs which request use of the facility. The auditorium tech assistant shall enforce and adhere to the policies, rules, and guidelines of the Board of Education and the school.

REPORTS TO: School Principal

QUALIFICATIONS AND EXPERIENCE:

1. Excellent oral and written communication skills
2. Demonstrated management, leadership and human relations skills
3. Ability to exercise good judgment in making decisions
4. Proven ability to carry an assignment to its completion
5. Demonstrated success in accomplishing tasks akin to the duties and responsibilities listed below
6. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable

DUTIES AND RESPONSIBILITIES:

1. Work cooperatively with the principal and/or their designee and the auditorium tech supervisor in planning events for students or community groups.
2. Provide technical assistance (lighting, sound, and staging) for school, other school, and community events as designated by the principal and the auditorium tech supervisor or as requested by other groups.
3. Work with students trained in the skills of stagecraft so students are available to assist with programs.
4. Serve as the contact person to community and other school groups to determine their technical and staging needs.
5. Oversee and work cooperatively with other sponsors in events mutually planned for students.
6. Oversee evening activities as needed.
7. Meet regularly with the auditorium tech supervisor and work closely to provide the necessary technical service during school hours and after school hours.
8. Assist in the maintenance of the auditorium and its equipment (lights, sound board and microphones, risers, shells, piano, and other equipment).
9. Work with the principal in regards to repairs and requests for new equipment.
10. Other duties as assigned by the Principal or the auditorium tech supervisor as it relates to the auditorium that will provide a successful program.

OTHER DUTIES:

Performs related work as required or assigned by the Principal and/or Athletic Director

PHYSICAL DEMANDS:

Position requires significant periods of standing and walking, and is performed in a typical school environment

UNUSUAL DEMANDS: None

TERMS OF EMPLOYMENT:

Salary commensurate with qualifications and experience applied to the current year Extra Pay for Extra Duty Longevity Pay Schedule.

FLSA STATUS: Exempt

EVALUATION:

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

APPLICATION PROCEDURE:

Coach/Club/Advisor application should be submitted to the Principal where the vacancy exists.

References must be directly related to work experience and must include current immediate supervisor.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

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Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
410-535-1700

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481.

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Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Ms. Kimberly Roof
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Ms. Laveeta Hutchins
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly.

Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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