

# SUPPLEMENT PERFORMANCE RESPONSIBILITIES

**TITLE:** Drama Sponsor (High School)

**QUALIFICATIONS:** Valid Florida Educator's Certificate

**REPORTS TO:** Principal and Appropriate Department Chairperson (if applicable)

**SUPERVISES:** Students Involved in Drama Productions

**JOB GOAL:** To plan, organize and coordinate at least three (3) productions, including one (1) major drama production each year.

## PERFORMANCE RESPONSIBILITIES:

- Supervise and work with the Drama Club and all drama-related activities.
- Plan, coordinate and develop three (3) productions, including one (1) major drama production each year.
- Assume the responsibility for inventory and supplies for all Drama Club activities.
- Work with associated parent organizations (if applicable).
- Make textbook and/or script recommendations to the appropriate individual.

**TERMS OF EMPLOYMENT:** Annual Appointment by Principal

**EVALUATION:** Principal or Designee

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal)

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
(PRINT – Employee's Name)

Reviewed and agreed to by: \_\_\_\_\_ Emp. ID #: \_\_\_\_\_  
(Employee's Signature)

**IRS REGULATIONS REQUIRE A WITHHOLDING RATE OF 28%  
ON ALL SUPPLEMENTAL PAY AS OF JANUARY 1, 1994.**

Form Number: PER 213.001  
New Date: 5/19/14