

## **REHEARSAL DIRECTOR RESPONSIBILITIES**

- 1) CHECK THE REHEARSAL DIRECTOR SCHEDULE ON THE WEBSITE AND KNOW WHEN YOU ARE REHEARSAL DIRECTOR!
- 2) PRINT ATTENDANCE SHEETS AND DAILY SHEETS OFF OF TEACHER WEBSITE WHEN NEEDED.
- 3) GET STUDENTS OUT OF DRESSING ROOM ON TIME.
- 4) ASSIST TEACHER IN GETTING CLASS STARTED ON TIME, AND MOVING SMOOTHLY BY KEEPING DANCERS ON TASK.
- 5) ASSIST TEACHER ON SUPPORTING CLASSROOM RULES.
- 6) TAKE ATTENDANCE IN PROMPT BOOK.
- 7) FILL OUT DAILY SHEETS, DOCUMENT CLEARLY, THOROUGHLY AND IN DETAILS THAT YOU CAN UNDERSTAND SO THAT IF NEED BE, YOU CAN EXPLAIN AND TEACH MATERIAL TO ANOTHER STUDENT.
- 8) DISTRIBUTE HANDOUTS, ASSIGNMENTS, SCHEDULES ETC. KEEP EXTRA COPIES IN PROMPT BOOK AND GIVE TO STUDENTS WHO ARE ABSENT.
- 9) ASSIST TEACHER IN BEING MINDFUL OF END TIME OF CLASS.
- 10) ASSIST TEACHER IN REMEMBERING CHOREOGRAPHY, COUNTS, AND DIRECTIONS.
- 11) ASSIST TEACHER IN ANSWERING QUESTIONS AND CONCERNS OF STUDENTS.
- 12) BE KNOWLEDGABLE OF CLASSWORK, TAKE INITIATIVE, BE APPROACHABLE AND PROFESSIONAL.
- 13) PUT DAILY SHEET IN PROMPT BOOK THE NEXT DAY. (I.E- ON TUESDAY, YOU WILL PUT MONDAY'S DAILY SHEET IN THE PROMPT BOOK, DO NOT WAIT UNTIL THE END OF THE WEEK TO PUT ALL OF THE SHEETS IN AT ONCE)