

INTERNAL JOB POSTING

Coleman Community Schools
4823 N. Coleman Schools Rd., Coleman, MI 48618

Job Description: Jr./Sr. High Co-Drama Club
Beginning the 2026-2027 School Year



Date: April 21, 2026

Position Title: Jr./Sr. High School Co-Dramatics Advisor Schedule B starting for

Reports To: Jr./Sr. High, Principal

Closing Date: Until Filled

REQUIREMENTS:

- Regular and timely attendance
- Able to maintain composure in stressful situations
- Able to positively communicate in a clear and concise manner both orally and in writing to students, parents, staff, and community
- Able to develop effective working relationships with students, staff, and the school community
- Able to create community partnerships in the areas of drama
- Able to create and communicate organized processes and procedures
- Able to follow school policies for fundraising, purchasing, volunteers, advertising, and advising a club
- Able to aid and lead fundraising activities
- Develop no less than two dramatic performances per year, one each semester
- Must be eligible to work in the United States

PREFERRED:

- Previous drama advisor experience, able to block scenes
- Previous vocal/musical experience, able to read music
- Previous theatre and choreography experience
- Knowledge of licensing guidelines, and the process to purchase rights to a play or musical
- Willing to aid and lead fundraising activities
- Willing to include elementary students, when appropriate in dramatic performances

TERMS AND CONDITIONS OF EMPLOYMENT: Compensation, length of the work day and number of work days is based on the CEA collective bargaining agreement with start date to be determined. This position will be based on one play and one Fine Arts Night with drama presentations or the equivalent.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.* While performing the duties of this job, the employee will be frequently moving around. The person in this position constantly communicates and ensures safety with students, parents, colleagues and administration and must be able to exchange accurate information in these situations.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.* The noise level in the work environment is usually moderate to loud. The employee is frequently required to interact with students, parents, staff and with the public. This employee is directly responsible for the safety and well-being of students. The employee is also responsible for working with administration professionally and keeping them informed.

EVALUATION: Performance of this job will be evaluated by the Principal.

APPLICATION PROCEDURE: Apply in person or by mailing or e-mailing the following:

Cover letter, resume with references, and any additional information to: **Coleman Community Schools, Kerry Berthume, 4823 N. Coleman Schools Drive, Coleman, MI, 48618,**
kberthume@colemanschools.net

The information contained in this job description is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. Job descriptions are not intended as and do not create employment contracts. Coleman Community Schools is an Equal Opportunity Employer.

This position is hereby posted internally for five (5) working days beginning:
April 21, 2026 and ending: **April 27, 2026** If not filled internally, external candidates will be reviewed until filled.


Jennifer McCormack, Superintendent
Coleman Community Schools
Jobposthsdramatics4.21.2026

COLEMAN COMMUNITY SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER

For Administration use only - Please complete below information and return to Business Office.

Account #: Title	Account #:
Name of New Hire:	Date of Hire:
Recommended by:	Start Date:
Step:	District Employee or PCMI Coach (circle one)
Education Level (CEA only):	Salary/Hourly Rate:
Business Manager:	Superintendent:
Payroll Specialist:	Board Office Secretary: