Dance Department Head

The Dance Department head will prepare high school students for entrance into a competitive college, conservatory, and/or career in the arts. Although the framework for dance curriculum has been established, the Dance Department head will work with the Executive Director and Principal to continue on the path of establishing a nationally recognized dance department that serves pre-professional advanced and highly talented and motivated novice dancers. The ideal candidate will have expertise in either ballet or a specific contemporary style but will be responsible to ensure that both sections are equally supported and structured. The candidate should demonstrate a willingness to learn mandated educational approaches/strategies for a public high school and be able to implement those approaches/strategies in the curriculum. The dance department head must be able to communicate with and serve a community of staff, students, and parents with a diverse experience and understanding of dance. This full time position may work a varied schedule including evenings and will be required to work designated special events that occur on weekends including auditions. This position reports directly to the Principal for educational affairs while working with the Executive Director to ensure the artistic excellence of the department.

Job Requirements:

- Supervise all dance related faculty, adjunct faculty, and staff and ensure that the department meets the goals and mission of the school.
- Adopt all curricular models and philosophies that are followed in the academic program and work with the Principal to integrate these standards in the Dance Department.
- Observe dance teachers’ classes both formally and informally, provide instructors with feedback, complete rubrics for each visit and complete year-end teacher evaluations.
- Instruct conservatory level ballet or contemporary style dance classes, serving students with various learning styles, abilities and needs.
- Prepare lesson plans and instruction according to the ChiArts curriculum.
- Produce all Dance Department performances and projects.
- Identify resources, ideas, and strategies to ensure students excel professionally in the world of dance.
- Serve as the liaison between ChiArts and dance partners (Chicago-based dance organizations) and continuously engage these institutions in the school.
- Hire and train all dance faculty and staff.
- Regularly review and approve payroll hours and time off requests.
- Work with Finance Director to maintain department budget.
- Design professional development for staff.
- Arrange substitute teachers when staff cannot be present.
- Build relationships with organizations including dance companies, conservatories, university and college programs, and choreographers and master teachers not only in Chicago, but also nationally in order to provide opportunities for students and alumni of ChiArts.
- Regularly assess student achievement, skill mastery and career development skills.
Serve as an advisor to all dance students while instructing the students with career skills that will serve them well in the dance profession.

Assist school administration in recruitment and selection of students.

Provide outreach opportunities to the Chicago community.

Collaborate with other ChiArts artistic and academic faculty and the larger arts community.

Participate in ongoing professional development.

Create an outstanding environment for teaching and learning.

Work with academic staff to ensure student overall success at ChiArts.

Manage classroom administration and record keeping including: grades, attendance records, and student progress.

Regularly communicate with students, parents and other ChiArts staff to share artistic progress, encourage positive behavior, and resolve behavioral and artistic issues.

Recruit and train guest teachers for after school workshops and the Summer dance intensive.

Program, schedule, market, track enrollment and oversee after school workshop series.

Knowledge, Skills, Abilities and Other Characteristics:

- The ideal candidate will demonstrate a willingness to learn mandated educational approaches/strategies for a public high school and be able to implement those approaches/strategies in the curriculum.
- The Dance Department head must also be able to communicate with and serve a community of staff, students, and parents with a diverse experience and understanding of dance.
- Experience working with diverse experience levels in dance
  - Expertise in either ballet or a specific contemporary style is preferred. The Department Head will be responsible to ensure that both sections are equally supported and structured.
- Minimum (5) years professional experience in the field of dance (e.g., performer, ballet master, master teacher, choreographer, artistic director, dance school administrator, etc.)
  - Minimum (5) years previous teaching experience in dance at a pre-professional level
- Bachelor’s degree is required and Illinois State Teacher Certification is preferred
- Excellent written and verbal communication skills
- Excellent interpersonal skills

Salary and Benefits:

- Full time position
- Salary commensurate with experience and qualifications
- Benefit package included

Application Process
Qualified applicants should apply here and include all of the following:

- Cover Letter
- Resume
- Contact Information including title, professional relationship, email, and telephone number for 3-5 Professional References. Please do not attach letters of recommendation.

**Applicants who do not follow the submission directions will not be considered.** **Phone inquiries will not be accepted.** Please be aware that every item listed on a resume is subject to verification, and that any offer of employment is contingent on a successful reference and background check.

Please visit [www.chiarts.org](http://www.chiarts.org) for more information.