

Conroe High School Golden Girl Assistant Director compiled by Fayla Curry

Qualities expected of Dance Team Director and Assistant Director:

- ✓ Disciplined
- ✓ Professional
- ✓ Passionate
- ✓ Organized
- ✓ Positive
- ✓ Loves dance, education, and students
- ✓ Open
- ✓ Willing to continue learning (classroom and studio)
- ✓ Self-motivated
- ✓ Compassionate
- ✓ Inquisitive
- ✓ Flexible
- ✓ Available (time-wise)
- ✓ Personable
- ✓ Mature in judgment with students
- ✓ Independent
- ✓ Dependable
- ✓ Communicator
- ✓ Listener
- ✓ Able and unafraid to ask questions

My Personal Expectations of You:

- We are in this TOGETHER. Do not hesitate to come to me for anything. Make sure we communicate on all levels. If you have a concern, tell me. If you need help or are overwhelmed, please let me know. If you have a better method or an idea, please share.
- I expect you to attend all functions. Arrive 15 minutes early and stay until all clean-up is completed and students are gone. Get to know the girls and the program. Attend all Booster Club Meetings (I never allow the Booster Club to meet without me).
- Remain personally separated from the students. Be their Assistant Director / Teacher and never allow them to turn your relationship to anything else. I suggest not give your phone number or address to any student or parent. You need your personal time outside of regular school / Dance Team hours.
- Please keep our conversations / discussions private regarding individuals, program plans, etc. Also, please help to "stomp out" rumors / gossip amongst teammates, parents, faculty, etc.
- Please know the Golden Girl Handbook and let us work together to stay on the same track with the girls. Having 2 people disciplining can become a mess if we aren't communicating and following the same guidelines.
- Other teachers may come to you with comments or concerns regarding team members. Please notify me immediately of all information. I need to know and take care of all situations. This also goes along with anything in reference to the program (Junior High or High School). I MUST be aware of everything (no matter the size or topic).
- Be prepared to not make the final decisions. Ultimately, I am responsible for the team. I respect your advice and ideas but understand that everything falls on my head at the end of the day.

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Specific Director Duties:

- Team Planning
- Directing Rehearsals, Class, & Performances
- Choreography
- Booster Club
- Administration
- Budget / Finances
- Website
- Communication (faculty, parent, alumni, other organizations, and team)
- Recruitment and promotion of program (Junior High)
- Community PR
- Officers / Social Committee / Gigis
- Communicate, Listen, Ask
- Fundraising – Activity Account
- Form and Money Collection
- Accounting
- Demerits / Merits / Attendance
- Facility / Transportation Requests
- Team Managers
- “Team Notebook” upkeep
- Team Purchases
- Registration for Contests, Workshops, Master Classes that we host
- Production Follow Through (flyers, invitations, tickets - anything not done by Boosters)
- Assist in any aspect of Director duties when necessary
- Communicate, Listen, Ask

Specific Assistant Duties:

My Responsibilities to You

- Prepare
- Mentor
- Share
- Demonstrate
- Provide learning opportunities
- Guide
- Inspire
- Communicate
- Listen
- Ask