



ADTC – The ULTIMATE Overnight Dance Camp!

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Ask Us Anything!

866-383-ADTC

## REGISTERED DANCE TEACHER JOB DESCRIPTION (overnight)

**Job Title:** Registered Dance Teacher (RDT)

**Report To:** Dance Movement Director (Dance MD) & Registered Dance Choreographer (Dance MC)

**Supervise:** Teacher Trainees (TTs)

**Purpose:** ADTC Registered Dance Teachers (“RDTs”) are invited to join the FreeToDance.tv Instructor Network with a one-year membership to access the power of the ADTC brand, and get exclusive resources to become successful dance instructors and community leaders. RDTs may:

1. Be hired by ADTC as “Independent Contractors,” working as Junior Instructor-Counselors at overnight dance camps or Dance Teachers at school-based dance programs (“movements”), dance workshops & events in their communities (“as-needed”)

\*\*AND/OR\*\*

2. Unleash full potential as entrepreneurs with a teaching license (\$95/month or \$995/year) and unlimited access to ALL ADTC dance teacher training programs, videos & resources:

- Fresh, high-quality choreography and music delivered directly to licensed members.
- Tools that sharpen teaching skills and keep your classes exciting.
- Access to specialty training programs that can expand your teaching opportunities.
- Exclusive job board leads that you hear about first.
- Free, printable ADTC-branded marketing materials to give you a professional edge.

### Essential Job Functions:

**1. Plan, coordinate & teach dance classes in your community, as assigned by the ADTC National Office or Director.** The core dance techniques offered at American Dance Training Camps are Hip Hop, Contemporary and Jazz (styles of Jazz vary and may include Lyrical, Broadway, Modern, etc), but additional styles like Ballet, Tap and World Dance may also be offered. Dance classes are organized by grade. We expect to keep dance classes to no more than 20 students per class. Each class meets weekly, subject to the local school calendar.

**Dance Movement Teachers:** ADTC Dance “Movements” are dance programs in local communities nationwide that offer school-based dance programs organized by grade. We expect to keep dance classes to no more than 20 students per-class. Each class meets weekly, subject to local school calendar. Specific Dance Movement Teacher responsibilities include:

- Teach curriculum as scheduled by ADTC and in accordance with ADTC teaching manuals.
- Coordinate the direction, supervision and organization of students of all dance abilities and experience.
- Supervise (delegate/evaluate) Teacher Trainees during dance class.
- Independently lead each dance class: warm-ups, across-the-floor work, conditioning, combinations, etc.
- Teach an original 2-3 minute performance piece to each student group (choreography videos available through National Office).
- Arrive 10 minutes prior to the start time of class & bring all necessary materials: iPod, iPod speakers (if necessary), class lesson plan, hand-outs, brochures/enrollment cards, attendance books, stickers, etc.
- Ensure that dance screening and dance classes in general are as non-competitive and encouraging for each camper as possible.

**2. Be a role model to students & teacher trainees** in your attitude and behavior.

- Be accessible, responsible and a positive influence on students throughout all facets of the dance program.

- Be aware of and implement all safety and security rules, guidelines and procedures.
- Assure students are properly supervised at all times.
- Set a good example for dancers in regard to general class procedures and practices, including schedule (timeliness) and sportsmanship.
- Engage students and teacher trainees in friendly/positive conversation before/after class.
- Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; promptly report necessary repair to Movement Director and/or appropriate facilities management.

#### **Other Job Duties:**

- **New Teachers: Participate in Mandatory Dance Teacher Certification** (*50 Hr Residential Training*)
- Actively use social tools like Instagram/Vine, Facebook, FreeToDance.tv, ADTC Blog, Twitter & other social media sites to increase engagement with our community (each month we will select a “Teacher of the Month” to feature across all digital media channels based on social media engagement).
- Contribute to verbal and written evaluations and communication as requested.
- Provide ongoing program ideas to National Office & Directors.
- Work cooperatively with all staff employed by ADTC and the facility we are leasing.
- Be knowledgeable of outside health resources.

#### **Equipment Used:**

- Music Players (iPod speakers, iPods, karaoke machines, etc).
- Assist campers with washers and dryers.

#### **Qualifications:**

- Must successfully complete ADTC Dance Teacher Certification (*“certification program fee” is waived if ADTC “hires” you based on your credentials/experience/interview. You will only be responsible for “room & board fee” in this case*)
- Must be 18 or older.
- Current certification in first aid and CPR (RDTs are responsible for renewing their certification before beginning their teaching contract!)
- High School Degree Preferred.
- Must submit health history record and examination form prior to first class start date.
- Successful completion of criminal background checks process.
- Non-US Citizens MUST have US work visa (J-1) as a condition of employment.

#### **Knowledge, Skills, and Abilities:**

- Must be a talented and experienced dance teacher capable of independently leading exciting, challenging dance classes (warm-ups, across-the-floor work, and routines to perform at the Dance Revue).
- Must be a mature, responsible, fun-loving individual and love sharing your passion for dance.
- Must love kids and love being a positive role model to students & teachers in your attitude and behavior.
- Must be ready to help make your dance program a great experience for everybody, including you!
- Must be able to accept supervision and guidance as well as organize and oversee activities of teacher trainees and dancers.
- Must be able to establish and maintain effective and productive working relationships and customer service within a diverse and multicultural environment that includes all ages.
- Must be able to observe student/teacher behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply behavior-management techniques.

#### **The ADTC Team:**

Registered Dance Teachers are responsible for any and all of the above. ADTC staff work as a Team and teach our dancers to work as a Team. Staff members that do not wish to participate in some of the duties listed above are subject to docked pay. Every one of our staff members, regardless of resume and professional dance experience, should be willing to put the needs of our dancers ahead of their own personal needs while at “on duty” during class.