

**Mundelein Park & Recreation District  
Job Description**

**Job Title:** Dance Instructor  
**Department:** Recreation  
**Division:** Dance  
**Supervisor:** Dance Coordinator  
**Classification:** Part-Time: Non-Exempt - Hourly

**Summary**

Dance teachers are responsible for instructing students in ballet, tap, jazz, hip hop and other forms of dance as determined by the supervisor. Dance teachers plan their dance program to meet students' needs. Explain and demonstrate techniques and methods of dance, lead students in execution of dance steps, choreograph and direct dance performances according to style of dancing taught. Participate in the planning and execution of the annual dance recital.

**Qualifications – Education, Experience and Training**

Experienced in dance performance. Ability to work independently and creatively. Pleasant and friendly personality. CPR, First Aid and AED Certification required and if not certified, must become certified.

**Duties and Responsibilities**

**A. Essential Functions**

- Responsible for daily set up and cleanup of studio.
- Develop lesson plans to include a balanced dance program and organize daily class time so that preparation, rehearsal and instruction can be accomplished within the allotted time.
- Evaluate each student's performance and technique.
- Keep appropriate records including attendance reports, emergency forms, costume orders and other records as necessary.
- Maintain a classroom atmosphere that is conducive to learning.
- Maintain professional competence in dance techniques.
- Prepare students to perform dances for the annual dance recital.
- Select music and costumes for each dance performance.
- Keep an open line of communication with the parents of students, keeping them informed as to the progress of their child.
- Work as a team with the dance staff to achieve the overall purpose of the program.
- Demonstrate good communication skills teaching a classroom.
- Fill in as a substitute for other teachers if possible.
- Greet parents and students.
- Fill out accident reports as needed.
- Maintain a knowledge of park policies, confidentiality of student and staff records and information.
- Performs other related duties as assigned.

**B. Marginal Functions**

- Responsible for all certain aspects of the annual spring dance recital.
- Spring dance recital includes but not limited to measuring students for costumes, music and costume selection, choreography, stage lighting needs, and student direction at the dress rehearsal and recital.
- Keep in consideration all safety guidelines and procedures.
- Maintain materials and storage areas.
- Meet regular and predictable attendance requirements.
- Participate in staff meetings.

## **Considerations**

### **A. Psychological Considerations**

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must demonstrate ability to make difficult decisions without emotion and based on fact.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee may have to work extra hours during peak times.
- Employee must be able to work with co-workers and other members of senior management.

### **B. Physiological Considerations**

- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25-35 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Involved in repetitive work (i.e., computer keyboard, writing, hand).

### **C. Environmental Considerations**

- Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and lighting.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the District.

### **D. Cognitive Considerations**

- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspect and/or pass on other prudent safety and other work-related practices to co-workers.
- Employee must use good safety awareness and judgment in all aspects of the position.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.

- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the District.

**E. Safety Considerations**

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

**Conditions of Continued Employment**

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit proof of date of birth.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.

Approved, Updated and/or Reviewed: 3/13/23, 01/23, 5/09/22