

**STOCKTON UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

TITLE:	Stagecraft Technical Assistant	REPORTS TO:	Assistant Superintendent, Educational Services or designee
DEPARTMENT:	Educational Services	CLASSIFICATION:	Classified
FLSA CLASSIFICATION:	Non-Exempt	WORK YEAR:	11-Month (209 Days)
BOARD APPROVED:	5/13/2025	SALARY RANGE:	CSEA 318 / Range 40

**BASIC FUNCTIONS:**

Assist the classroom teacher in providing or reinforcing instruction to individual or small groups of students in the classroom or other learning environments, assist in the preparation of live productions, and perform related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from the Assistant Superintendent, Educational Services or designee.

**REPRESENTATIVE DUTIES:**

**(Incumbents may perform any combination of the essential functions shown below [E].**

**This position description is not intended to be an exhaustive list of all duties, knowledge, or ability associated with this classification, but is intended to accurately reflect the principle job elements.)**

**ESSENTIAL DUTIES:**

- Assist in the preparation of instructional materials and study aids to be used by students in classrooms or individual study situations. **(E)**
- Must be willing to train small groups of students, including audio board training, lighting board training, rigging, focusing stage lights, audio recording, sound cue design, tutor individuals or small groups of students, and reinforce instruction as directed by the teacher; prepare materials for classroom use for students. **(E)**
- Must be able to tutor high school level students. **(E)**
- Must be willing to learn. **(E)**
- Assist in the implementation of instructional activities by reinforcing learning concepts. **(E)**
  - Assist students in understanding instructional assignments under teachers' directions.

- Assist students in understanding live audio set-up, including microphones, audio recording, sound cue design and operation.
- Assist students in understanding lighting, including designing, programming, focusing, and all duties involved with stage lighting for live performance.
- Assist the teacher with monitoring individual progress of students and discuss problems and improvements.
- Assist the teacher with explaining and clarifying work assignments to students.
- Maintain records, logs, and files as assigned. *(E)*
- Maintain records of students' progress in the development of specific skills, under the guidance of the instructor. *(E)*
- May be requested to work some nights and weekends as needed for festivals and/or competitions. *(E)*

#### **OTHER DUTIES:**

Perform related duties as assigned.

#### **QUALIFICATIONS**

##### **Knowledge of:**

- Technical theater equipment, including: Audio, video, lighting, and projection equipment.
- Basic shop tools and set construction techniques.
- General classroom procedures and rules of conduct.
- Basic instructional methods and techniques.
- Effective communication skills, both oral and written.

##### **Ability to:**

- Assist the Stagecraft teacher's directions when working with a group of and/or individual students.
- Assist Stagecraft teacher and students in the field of Technical Theater.
- Assist with the organization of field trips
- Assist the teacher with monitoring progress and identify problem areas and areas of relative learning progress.
- Recognize and understand the needs of students.
- Establish and maintain cooperative working relationships with teachers, students and others contacted in the course of work.
- Understand and carry out oral and written directions.
- Work safely with electrical wires and equipment.

**Education and Experience:**

Any combination of education, training and experience equivalent to:

- Three (3) years experience in the area of Stagecraft
- Candidates enrolled in a technical theater program
- 300 hours of live technical theater experience

**No Child Left Behind (NCLB) Federal Requirements:**

- High school diploma or GED
- Degree or completion of 48 semester units from accredited college or university **or** Paraprofessional Proficiency Certification.

**License, Certifications and Other Requirements:**

OSHA 10 certification obtained within six (6) months from date of hire.

Fingerprinting through SUSPD, Tuberculosis clearance.

**WORKING CONDITIONS****Environment:**

Primarily indoor work environment. Outdoor as needed for outdoor concerts, etc.

**Physical Demands:**

Employees in this position must have/be able to:

- Lift and/or carry 40 lbs at waist height for short distances.
- Dexterity of hands and fingers sufficient to control and program the required equipment.
- Sit and/or stand for extended periods of time.
- Push/Pull up to 100 lbs on an occasional basis.
- Reach overhead, above the shoulders and horizontally.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Climb ladders as needed.

**Hazards:**

- Exposure to noise levels
- Exposure to dust and paint fumes
- Exposure to the elements
- Exposure to the bottom of the orchestra pit.