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| Job Title: | Director of Fine Arts | Wage/Hour Status: | Nonexempt |
| Reports To: | Assistant Superintendent for Student Services and Support | Pay Grade: | Professional Pay Grade 7 |
| Dept. /School: | Administration | Date Revised: | May 25, 2011 |

Primary Purpose:

To coordinate activities, supervise instruction, administer budget, and direct the curriculum of the music, theater arts, art, drill team, cheerleading and non-athletic UIL programs, and grades K-12.

Qualifications:

Education/Certification:

Master's degree
Administrator's Certification
PDAS Certified Appraiser

Special Knowledge/Skills:

Ability to develop and manage programs and budgets
Knowledge of overall operations of music, art, theater, and non-athletic extracurricular programs
Must possess strong leadership and communication skills
Knowledge of state policies governing extracurricular events and participation
Ability to manage budget and personnel
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Ability to coordinate district function
Ability to interpret policy, procedures, and data
Strong communication, public relations, and interpersonal skills

Experience:

Five years teaching experience in at least one of the areas of fine arts
Leadership responsibility in an area of fine arts

Major Responsibilities and Duties:

Instructional and Program Management:

1. Direct the development, evaluation, revision and alignment of fine arts curriculum K-12 in the areas of instrumental music, vocal music, visual art, drama/theater and non-athletic extracurricular activities.
2. Serve as the District contact on all non-athletic, extracurricular matters.
3. Direct, organize and coordinate the development of new and/or innovative fine arts programs for the District.

4. Work with all fine arts teachers and non-athletic extracurricular activities sponsors on educational and administrative procedural needs of their programs.
5. Develop and maintain an inventory of all fine arts equipment for each school in the District.
6. Assist in making travel arrangements for all fine arts and non-athletic student groups, as required.
7. Plan and manage District-wide fine arts and non-athletic extracurricular activities.
8. Arrange for staff development, workshops, clinics, and staff meetings designed to improve instruction.
9. Review and evaluate latest developments in the fine arts curriculum.

Policy, Reports, and Law:

10. Enforce all state policies governing extracurricular events and participation.
11. Implement the policies established by federal and state law, State Board of Education rule, and local board policy.
12. Compile, maintain, and present all physical and computerized reports, records and other documents required.

Budget:

13. Work with building principals regarding fine arts budgets, purchasing and scheduling.
14. Develop and monitor all extracurricular budgets in the fine arts and non-athletic extracurricular areas.
15. Prepare specifications for fine arts bids and supervise the purchase of fine arts materials and equipment.

Personnel Management:

16. Assist with recruitment, selection and training of personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline and dismissal.
17. Assist with the implementation of the designated teacher appraisal system.

Community Relations:

18. Demonstrate use of appropriate and effective techniques to encourage community and parent involvement.
19. Articulate the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing the district's mission.
20. Demonstrate an awareness of district - community needs and initiate activities to meet those needs.

Supervisory Responsibilities:

Supervise and evaluate the performance of support staff in the fine arts department.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent district wide and occasional statewide travel; occasional prolonged and irregular hours.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.