

FINE ARTS COORDINATOR

JD LOCATOR: 2.48.1

Adopted: 11/10

REPORTS TO:	Assistant Superintendent for Instructional Services
CLASSIFICATION:	Certified
FLSA STATUS:	Non-Exempt (hourly)
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of professional staff.

JOB SUMMARY

Provides leadership and coordination for the K-12 Art, Music, and Drama programs in order to provide each student enrolled in the district with varied opportunities in the area of fine arts.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Represents the fine arts staff at School Board meetings and other meetings upon request.
2. Advises administration on issues related to student services, staff concerns, and other issues affecting the success of the fine arts program.
3. Oversees the selection of textbooks and the development/revision of the fine arts curriculum.
4. Assists the fine arts staff and principals with the effective implementation of the curriculum in order to achieve state, district, and school goals in fine arts.
5. Ensures that all fine arts instructional programs are consistent throughout the district and abides by state and local courses of study.
6. Conducts, at a minimum, quarterly meetings with the district staff of each discipline.
7. Oversees district-wide fine arts shows, programs, and performances.
8. Assumes responsibility for public and community relations with respect to district-wide fine arts programs.
9. Makes classroom visits and attends fine arts activities for the purpose of providing input on evaluations to principals.
10. Prepares and coordinates the district's fine arts activities calendar.
11. Coordinates in-service/workshop activities for fine arts staff.
12. Prepares proposals and reports for the fine arts program.
13. Assists, as needed, in determining budgetary needs and recommending purchases for district-wide and individual fine arts programs.
14. Oversees fundraising activities for district-wide and individual fine arts programs.

SUPERVISORY RESPONSIBILITIES

1. Fine arts staff in cooperation with the building principal.
2. Performs supervisory responsibilities in accordance with building procedures, Board policies, and applicable laws. Such responsibilities may include interviewing and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving issues.

QUALIFICATION REQUIREMENTS: *The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.*

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. Bachelor's degree from accredited university in Arts and Education or related field preferred.
2. Minimum of five (5) years of successful experience in public education preferred.
3. Successful experience in leadership and human relations preferred.
4. Such alternatives to the above qualifications as the Board may find appropriate or acceptable.

COMMUNICATION SKILLS

1. Strong communication, public relation, and interpersonal skills.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to compose correspondence, reports, and/or other required written materials.
4. Ability to read, analyze, and interpret information.
5. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
6. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret a variety of information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Excellent computer and keyboarding skills.
7. Excellent grammatical, spelling, and punctuation skills.
8. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
9. Knowledge of principles, methods, strategies, goals, and objectives of public education.
10. Ability to react well under pressure, handle and balance multiple demands at one time, and perform duties and tasks at expected levels of professionalism.
11. Conducts self with integrity, and demonstrates ethical behavior and a positive leadership model at all times.

12. Ability to use independent judgment and demonstrates initiative to act without being asked.
13. Knowledge of current trends and practices in elementary and secondary education with emphasis on the fine arts.
14. Ability to establish and maintain effective organizational, public, and community relationships.
15. Shows respect and sensitivity for cultural differences.
16. Demonstrates a commitment to teamwork.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature

Date

Supervisor's Signature

Date