



Job Title: Visual and Performing Arts Director

Exemption Status/Test: Exempt/Administrator

Reports to: Chief Officer Human Resources

Date Revised: August 21, 2018

Dept. /School: Visual and Performing Arts

Primary Purpose:

Direct and manage the district's visual and performing arts department (instrumental music, general music, theater arts, choral programs, visual arts, and dance). Also supervise the non-VAPA activities of drill team, cheerleading and step team. Ensure that the development and delivery of the VAPA curriculum and instructional program is effective and efficient, incorporates district goals, and supports student achievement.

Qualifications:

Education/Certification:

Bachelor's Degree

Master's Degree preferred-experience may replace advanced degree

Texas Teacher Certificate (Elementary and Secondary Fine Arts Course of study)

Texas principal or other appropriate Texas certificate preferred

Special Knowledge/Skills:

Knowledge of Visual and Performing Arts program

Knowledge of broad range of curriculum and instructional strategies

Ability to interpret data and evaluate instructional programs and teaching effectiveness

Ability to manage budget and personnel

Ability to implement policy and procedures

Strong communication, public relations, and interpersonal skills

Collaborative skills

Flexibility and creativity

Experience:

Five years teaching experience in at least one of the areas of fine arts

Leadership responsibility in an area of the fine arts

Major Responsibilities and Duties:

Instructional/Program Management

1. Oversees the development and delivery of fine arts programs that incorporate district goals and support student achievement
2. Monitor and reevaluate fine arts programs on an ongoing basis using input from teachers and principals, applied research, and student data to determine effectiveness and improve outcomes. Recommend changes and adjustments to the program where appropriate to meet student needs
3. Encourage and support student performances, exhibits, and other displays of student work
4. Ensure that the necessary time, resources, materials, and technology to support accomplishment of educational goals are available
5. Participate in the district-level decision-making process to establish and review the district's goals and objectives related to instructional programs

6. Engage instructional staff in evaluating and selecting instructional tools and materials to meet student learning needs
7. Actively support the efforts of others to achieve district goals and objectives and campus performance objectives
8. Plan and provide staff development for fine arts teachers that supports instructional programs, incorporates input from teachers and principals, and is consistent with the district's mission
9. Observe classroom instruction and provide feedback and assistance to fine arts teachers to facilitate instructional improvement and innovation
10. Assist in making travel arrangements for all fine arts groups as required
11. Maintain positive public relations with various fine arts community organizations

Policy, Reports, and Law

12. Implement the policies established by federal and state law, State Board of Education rule, and local board policy
13. Compile, maintain, and file all reports, records, and other documents as required

Budget

14. Develop and administer fine arts department budget based on documented program needs and ensure that operations are cost effective and funds are managed prudently
15. Work with building principals regarding fine arts budgets, purchasing and scheduling
16. Prepare specifications for fine arts bids and supervise the purchase of fine arts materials and equipment

Personal Management

17. Prepare, review and revise job descriptions in the fine arts department
18. Select, train, evaluate, and supervise department secretaries and make recommendations relative to assignment, retention, discipline, and dismissal

Communication

19. Establish and maintain a professional relationship and open communication with principals, teachers, staff, parents, and community members
20. Demonstrate use of appropriate and effective techniques to encourage community and parent involvement
21. Articulate the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing the district's mission
22. Demonstrate an awareness of district-community needs and initiate activities to meet those needs

Supervisory Responsibilities:

23. Supervise and evaluate the performance of support staff in the visual and performing arts department

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent districtwide travel; occasional state travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress. Frequent prolonged and irregular hours.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.