

Job Title:	Director Fine Arts	Wage/Hour Status:	Exempt
Reports to:	Assistant Superintendent Student Services	Pay Grade:	108
Dept. /School:	Fine Arts	Date Revised:	June 15, 2022

Primary Purpose

Coordinate, promote, and develop the District Fine Arts Program (instrumental music, vocal, and general music, theater arts, choral programs, visual arts, dance) and related activities. Serve as a resource to others by interfacing with Fine Arts teachers to develop and conduct training classes on curriculum design and instructional strategies; provide input and recommendations regarding curriculum planning and professional development; facilitate and review curricular materials; and identify and recruit outstanding perspective Fine Arts teachers and programs.

Qualifications**Education/Certification**

Master's Degree

Valid Texas, Mid-management, Supervisor, or Administrator Certificate

Special Knowledge/Skills

- Knowledge of curriculum writing and implementation in the area of Fine Arts
- Knowledge of federal and state laws, State Board of Education rule, and board policies
- Ability to coordinate District wide large-scale programs
- Ability to interpret policy, procedures, and data
- Ability to manage budget and personnel
- Strong instructional leadership, organizational, communication and interpersonal skills

Experience

Three (3) years teaching experience

Five (5) years campus and/or central office administrative experience

Major Responsibilities and Duties**Instructional and Program Management**

1. Initiate and supervise the development and implementation of an Action Improvement Plan that correlates to the District goals and calendar.
2. Assist in developing and administering procedures and policies related to job assignments.
3. Ensure that the program is consistent with site-based decision-making concepts as with District, state, and federal guidelines.
4. Develop and implement a systematic process of needs identification, program goals and learner objectives, a program plan, pilot testing, field-testing, evaluation, and revision of implementation procedures for all programs in each region.
5. Support campus initiated instructional and curriculum projects.
6. Coordinate the implementation and continuous review of PK-12 programs.
7. Approve District-wide events, contests, and festivals as well as off-campus appearances of Fine Arts organizations.
8. Approve and assist arrangements for out-of-town trips by musical organizations.
9. Provide formal and informal technical assistance for principals, assistant principals, and Fine Arts teaching personnel in the implementation of the instructional program.
10. Attend school board meetings, prepare reports, and serve on other committees as assigned.
11. Keep abreast of latest programmatic trends and developments.
12. Perform other duties as assigned by supervisor.

Budget and Inventory

13. Prepare and administer budget.
14. Recommend and oversee the purchase and allocation of instructional materials and equipment.

15. Coordinate with External Funding Director to initiate proposals for funding grants that assist District and campus efforts.

Personnel Management

16. Assist in designed staff development programs.
17. Train, supervise and evaluate all assigned personnel and makes recommendations relative to personnel matters.
18. Conduct conferences and develop training option plans to ensure optimal operations in the department.

Communication and Community Relations

19. Maintain a positive and collaborative climate.
20. Develop systematic process responsive to campus, parental, and community inquiries.
21. Interpret and communicate instructional programs to the public.
22. Coordinate community endeavors in fostering Fine Arts through participation of students; serving as liaison or as a committee member with groups such as the Symphony Association, ProMusica, Junior League, Ballet, City of El Paso Arts Resources Department, El Paso Museum of Art, and Chamber and Choral groups.

Supervisory Responsibilities

Supervise assigned personnel

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; frequent districtwide travel; frequent prolonged and irregular hours.

Terms of Employment

226 days; salary to be established by the Board of Trustees

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

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos, at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball 230-2856.