

**Job Title:** Facilitator, Visual Arts

**Wage/Hour Status:** Exempt

**Reports to:** Director Fine Arts

**Pay Grade:** 105

**Dept./School:** Fine Arts

**Date Revised:** November 1, 2024

**Primary Purpose**

Ensure delivery of a superior instructional program, in the visual arts, through developing and managing appropriate curriculum and support services, and technical assistance and material coordination.

**Qualifications**

**Education/Certification**

Master's Degree  
Valid Texas Teaching Certificate

**Special Knowledge/Skills**

- Ability to organize and administer a program and work with teachers, administrators, students, parents, and community.

**Experience**

Three (3) years teaching experience

**Major Responsibilities and Duties**

**Instructional and Program Management**

1. Assist with development of the visual arts instructional program.
2. Assist with the writing, editing, and revision of curriculum materials that support the visual arts instructional program.
3. Assist with the selections of state adopted texts, other texts, and reference and supplementary materials supporting visual arts instruction.
4. Promote the Fine Arts as an essential element in student development.
5. Champion the Fine Arts as independent disciplines with a core of knowledge and history, worthy of a place in a school's curriculum thereby raising fine arts teachers' self-esteem and morale.
6. Provide staff development that enables instructors to observe strategies, teaching techniques, and suggestions for classroom management.
7. Assist with defining instructional techniques and developing approaches to teaching using new materials and equipment as well as devising new uses for existing materials and equipment.
8. Keep abreast of the latest trends and developments in education and research how these may be applied to visual arts instruction.
9. Supervise and review the implementation of approved art competitions, displays, exhibitions, and events that promote the visual arts and programs within the curriculum.
10. Seek avenues to display student work.
11. Perform other duties as assigned by supervisor.

**Policy, Reports and Law**

12. Ensure that the local campuses are achieving the goals and objectives as stated by the State's essential elements and District policies, as related to visual arts instruction.

**Budget and Inventory**

13. Determine financial budget support necessary to provide equipment, instructional materials, and services to support and enhance campus visual arts programs.
14. Prepare basic equipment inventory lists, budgetary items, and policy recommendations to support visual arts programs and facilitate purchasing and distribution of materials and equipment.

**Personnel Management**

- 15. Assist campus administrators in working with teachers to improve teaching, eliminating or correcting weaknesses, and strengthening good teaching strategies and techniques.
- 16. Serve as a counselor and listener in helping teachers work through problems of teaching, classroom management, and peer relationships.
- 17. Counsel teachers who have trouble with classroom presentations or with classroom management.

**Student Management**

- 18. Organize and facilitate student competitive events, as assigned.
- 19. Promote and oversee student and teacher trips and student-related school and community events as needed.

**Communications and Community Relations**

- 20. Serve as a liaison between community and civic groups for programs involving District teachers, students, and the visual arts program.
- 21. Serve as a resource person for the coordination of art education activities and community groups.
- 22. Coordinate 4<sup>th</sup> grade museum tours to the El Paso Museum of Art to expand student knowledge and appreciation of visual arts.

**Professional Growth and Development**

- 23. Coordinate and implement a program dedicated to the professional growth of teachers.
- 24. Provide training in techniques and strategies as well as disseminating information in art curriculum.
- 25. Provide for the professional growth of the facilitator through study, journals, and attendance at regional, state, and national conferences and seminars.

**Supervisory Responsibilities**

Supervise assigned personnel

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress; occasional prolonged and irregular hours; frequent local, district and state travel.

**Terms of Employment**

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

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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, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 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, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.