

<b>Job Title:</b>	Program Assistant Fine Arts	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Director Fine Arts	<b>Pay Grade</b>	101
<b>Dept. /School:</b>	Fine Arts Department	<b>Date Revised:</b>	October 28, 2024

**Primary Purpose**

Assist with the planning and coordination of major initiatives and events to ensure efficient implementation of programs within the Fine Arts Department.

**Qualification****Education/Certification**

Bachelor's Degree from an accredited university

**Special Knowledge/Skills**

- Ability to interpret and analyze policies, procedure, and data
- Strong communication, public relations and interpersonal skills
- Strong planning and organizational skills
- Strong skill set in generating spreadsheets and databases, PowerPoint presentations, and Word documents
- Knowledge of budgeting and bookkeeping processes, as well as interpreting reports for budgets, cost allocations and inventory for Fine Arts Department
- Knowledge of financial processes to include payroll, accounts payable and travel
- Knowledge of computers and software applications
- Ability to multi-task, organize, plan and prioritize project to develop and attain department goals

**Experience**

Three (3) years related experience

**Major Responsibilities and Duties**

1. Assist Director and Facilitators with planning and coordinating Fine Arts special projects and events such as, but not limited to, Fine Arts Signings, UIL One Act Play Contest Manager, Dance Competition, Parade of Choirs and Voices of the Future.
2. Assist Director with the coordination of data collection and analysis for all EPISD District Fine Arts programs.
3. Assist Director and Facilitators with planning and directing of personnel during Fine Arts events.
4. Assist Director and Facilitators with the procurement of judges for competitions and contests for Fine Arts events.
5. Assist Director and Facilitators with the procurement of clinicians for Fine Arts workshops.
6. Participate in professional development activities and maintain current knowledge in Fine Arts education trends.
7. Assist Director in the preparation and coordination of the submission of agenda items for meetings.
8. Assist Director and Facilitators in coordinating and planning for Fine Arts Professional Development.
9. Maintain current knowledge and understanding of District policies.
10. Provide excellent customer service, develop and maintain professional relationships with internal and external stakeholders; respond to phone calls, emails, letters, and other communications.
11. Maintain instrument inventory, department fixed assets and capital assets through Asset Management System to ensure an effective and efficient operation of the Fine Arts department.

- 12. Assist Director in the development and preparation of the Fine Arts budget to include maintaining and monitoring the budget for the department and the capital assets replacement and rotation plan.
- 13. Assist Director with preparing and providing information to administration, staff and stakeholders regarding Fine Arts funding and other information as it relates to the department.
- 14. Assist Director in developing procedures and policies related to the Fine Arts Department.
- 15. Provide clerical support to maintain efficient operation of the department, to include maintaining the Director’s calendar and scheduling of appointments.
- 16. Initiate requisitions through purchase orders, warehouse online ordering system and other District approved procurement methods and distributes products accordingly.
- 17. Monitor and ensure purchase orders are received, paid and closed in a timely manner.
- 18. Maintain a professional level of confidentiality in office regarding personnel, special projects and documents.
- 19. Prepare and secure travel arrangements for the Director through the Frontline ERP Travel Module.
- 20. Monitor and verify Fine Arts Department personnel payroll through the District data management system and maintain non-duty and discretionary leave requests.
- 21. Monitor and verify time worked and absences for reassigned District personnel assigned to the Fine Arts Department.
- 22. Process the Miscellaneous Pay documentation for Fine Arts teachers, extra duty time worked, campus custodians and police services overtime worked for Fine Arts events through Mass Function Time Card Entry system.
- 23. Maintain an optimal level of accuracy for assigned work to ensure compliance with established policies and procedures.
- 24. Promote a positive image for the office through effective communication and maintain good rapport with District employee’s at all organizational levels.

**Supervisory Responsibilities**

Assigned Personnel

**Physical and Mental Job Requirements**

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

Maintain emotional control under stress. Work with frequent interruptions; maintain emotional control under stress; occasional prolonged and irregular hours; prolonged use of computer and other equipment, ability to travel.

**Terms of Employment**

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

Job Title: \_\_\_\_\_

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.