
Job Title	Executive Director Fine Arts	Job Title Code	115180
Reports to	Deputy Superintendent Administration	Wage/Hour Status	Exempt
Dept/School	Fine Arts	Pay Grade	109
		Date Revised	April 24, 2024

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.

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. Develop and supervise the implementation of Fine Arts programs that correlate with District goals and objectives.
2. Assist in developing and administering procedures and policies related to job assignments.
3. Ensure that program efficacy is consistent with District, state, and federal guidelines.
4. Develop and implement a systematic process.
5. Support campus initiated instructional and curriculum projects when required.
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 Fine Arts organizations.
9. Provide formal and informal technical assistance for the implementation instructional programs.
10. Keep abreast of latest programmatic trends.
11. Perform other duties as assigned by supervisor.

Budget and Inventory

12. Coordinate with appropriate personnel to initiate proposals for funding support District efforts.

Personnel Management

13. Assist in designing appropriate staff development related to fine arts.



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- 14. Train, supervise and evaluate all assigned personnel and make recommendations related to matters concerning them.
- 15. Conduct conferences and develop training option plans to ensure optimal operations in the department.

Communication and Community Relations

- 16. Maintain a positive and collaborative climate.
- 17. Develop systematic processes responsive to stakeholder inquires.
- 18. Interpret and communicate instructional programs to the public.
- 19. 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: _____

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 Date: _____

My supervisor has reviewed this job description with me and has provided me with 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.



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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.