

Job Title:	Facilitator Vocal Music/Theatre Arts/Dance	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 vocal music/theatre arts/dance, through developing and managing the appropriate curriculum and support services and providing technical assistance and material and equipment 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
- Excellent organizational, communication, presentation, and interpersonal skills

Experience

Five (5) years teaching experience or experience in education-related area

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

1. Assist with the development of the vocal music/theatre arts/dance instructional program.
2. Assist with the writing, editing, and revision of curriculum materials that support the vocal music/theatre arts/dance instructional program.
3. Assist with the selection of state adopted texts, other texts, and reference and supplementary materials supporting vocal music/theatre arts/dance instruction.
4. 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.
5. Provide demonstration classes that enable instructors to observe strategies, teaching techniques, and suggestions for classroom management.
6. 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.
7. Keep abreast of the latest trends and development in education and research how these may be applied to vocal music/theatre arts/dance instruction.
8. Organize festivals, summer programs and competitions by arranging dates and sites: obtaining judges, coordinating facility uses, coordinating transportation, arranging for awards, programs, printing, and publicity.
9. Arrange for transportation, lodging, and other matters for curriculum-related field trips and performances.
10. Coordinate and implement a program dedicated to the professional growth of teachers.
11. Provide training in techniques and strategies as well as disseminating information in vocal music/theatre arts/dance curriculum.
12. Provide for the professional growth of the facilitator through study, journals, and attendance at regional, state, and national conferences and seminars.
13. Perform other duties as assigned by the Director, Assistant Superintendent for Instructional Supervision, or the Superintendent.

Budget

14. Determine financial budget support necessary to provide equipment, instructional materials, and services to support and enhance campus vocal music/theatre arts/dance programs.

- 15. Prepare basic equipment lists, budgetary items, and policy recommendations to support vocal music/theatre arts/dance programs and facilitate purchasing and distribution of materials and equipment.

Personnel Management

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

Student Management

- 19. Promote the Fine Arts as an essential element in student development.
- 20. Seek avenues for student performances.

Communications and Community Relations

- 21. Foster positive school climate by appropriate interaction with teachers, students, campus administrators, parents, and community.
- 22. Serve as a liaison between community and civic groups for programs involving District teachers, students, and the vocal music/theatre arts/dance program.
- 23. Serve as a resource person for the coordination of vocal music/theatre arts/dance education activities and community groups.

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. Work schedule may fluctuate to include weekends based on District needs.

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: _____

Approved: _____

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.