**DIRECTOR OF ARTS EDUCATION**

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# **REPORTS TO:** Superintendent or designee

**QUALIFICATIONS:** As established by the Board of Education

**DUTIES PERTAINING TO ARTS EDUCATION:**

1. Serve as a resource for teachers, students, and administrative staff in promoting arts activities.
2. Provide resources (instruction and/or materials) to classroom teachers at all levels to integrate arts and humanities activities into various curriculum areas.
3. Provide professional development as requested by administrative staff.
4. Work with parent organizations to assist in scheduling arts and humanities-related programming.
5. Work with teachers to secure grant funding to provide artists-in-residence to augment instruction at all levels.
6. Coordinate and supervise EPAC personnel and training of students, faculty, and staff on theatre technology systems in the Elizabethtown Independent Schools(EIS).
7. Regularly communicate and model best practices in arts education including curriculum, instruction, and assessment to all faculty and staff.
8. Works directly with students with curricular and co-curricular arts learning.
9. Regularly communicate current information regarding arts education and 21st-century learning skills.
10. Collaborate with EIS faculty/staff and community/state organizations to pursue funding opportunities for EIS students to learn through and about the arts as reflected in district arts education and objectives and board of education goals.
11. Collaborate with community, higher education, and state and regional organizations when possible to ensure current best practices in curriculum/instruction/assessment for EIS students.

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**DUTIES PERTAINING TO ELIZABETHTOWN PERFORMING ARTS CENTER:**

12. Serve as the Elizabethtown Performing Arts Center (EPAC) Coordinator in charge of auditorium scheduling, usage, and upkeep.

13. Ensure technical aspects of productions in the Elizabethtown Performing Arts Center

work smoothly and safely.

14. Oversee and facilitate the use of lighting and sound system(s) at the Elizabethtown

Performing Arts Center. Report any lighting and sound system problems to the

appropriate administrative personnel.

15. Assist outside groups with renting the theater space. (This will be performed in

collaboration with the district’s Director of Finance.)

16. Supervise facility usage by district and community to ensure Board policy

compliance.

17. Provide technical training to approved staff, students, and/or community members in

theatrical lighting and sound elements.

18. Promote the arts and arts enrichment activities within the district and to the

community at large.

19. Perform other duties as assigned by the superintendent/designee.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION August 11 ,1997

REVIEWED, REVISED AND RE-ADOPTED: September 14, 1998

REVIEWED, REVISED AND RE-ADOPTED: May 16, 2022

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