

POSITION: Director of Fine Arts

POSITION SUMMARY:

- To provide sound fine arts co-curricular and extra-curricular experiences for students that lead to enhanced self-esteem, pride and dignity, self-discipline and perseverance, the cultivation of lifetime skills, and a sense of teamwork and fair play.

SUPERVISORY

RELATIONSHIP:

- The CCPS Superintendent and CCPS District Activities Director supervise this position.

QUALIFICATIONS/

REQUIREMENTS:

- Master's Degree
- Degree in music, art, theater, or dance
- Five years' experience teaching music, art, theater, or dance

PERFORMANCE

RESPONSIBILITIES:

- Oversees the administration of all co- and extracurricular activities in art, band, music, dance, theater arts and extracurricular academic events.
- Encourages and supports the development of innovative fine arts and extracurricular academic programs to meet the needs of students.
- Monitors programs for effectiveness and recommends appropriate changes for improvement.
- Employs effective interpersonal skills.
- Employs collaborative decision-making processes that foster and promote collegiality and team building.
- Anticipates, manages, and resolves conflict effectively.
- Promotes an atmosphere of cooperation within fine arts, between fine arts and other departments, between schools, and between schools and the community.
- Conceptualizes, attracts support for and tries out innovative fine arts programs.
- Evaluates the effectiveness of traditional fine arts and extracurricular academic programs in meeting student needs and points the way to new, non-traditional approaches.
- Participates in the selection and assignment of fine arts personnel at the district and campus levels.
- Provides professional growth and development of fine arts and extracurricular academic personnel.
- Recognizes exemplary performance of fine arts and extracurricular academic personnel.
- Demonstrates responsible fiscal control over assigned budgets.
- Participates in the systematic monitoring of the acquisition, use, care and replacement of fine arts capital equipment and uniforms.
- Assists with the scheduling, use and staffing

- Provides students with opportunities to participate in fine arts and extracurricular academic contests, concerts, performances, exhibits and festivals, either as participants or patrons that are designed to enhance self-worth, skill-building and cultural experience.
- Ensures district rules are observed uniformly.
- Provides the teaching of etiquette and behavior appropriate to patrons or performers of the arts.
- Oversees preparation, coordination, and dissemination of an annual calendar of fine arts and extracurricular academic activities.
- Coordinates the use of fine arts facilities and performing groups in such a manner as to enhance positive relationships between school and community and promotes partnership arrangements.
- Participates actively in professional associations and shares information and experiences with colleagues.
- Takes initiative in developing professional skills.
- Follows effective verbal and written communication with all stakeholders. Forms of communication may include but are not limited to phone calls (cell phone and land line), email, memos, newsletters, etc.
- Upholds and adheres to safety rules and policies of the CCPS safety program.
- Supports the goals and objectives of the school district and follows all district policies.
- Support the district's social media efforts that highlight the hard work of our students and staff as well to increase communication with all stakeholders. (i.e. direct your Twitter followers to newspapers, TV segments, and Twitter posts that feature campus and district accomplishments/news.)
- Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
- Demonstrates a high level of independent, ethical, and professional conduct.
- Performs other appropriate duties as assigned by the Superintendent and/or CCPS District Activities Director
- Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.
- Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress
- Frequent district wide travel and occasional statewide travel; occasional prolonged and irregular hours

TERMS OF EMPLOYMENT:

- CCPS certified salary schedule
- 185 days

EVALUATION:

- Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of professional personnel.