

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: COORDINATOR II – K-12 ARTS EDUCATIONAL PROGRAM SERVICES DIVISION**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs a variety of specialized administrative tasks in coordinating the successful implementation of district arts education programs. Employee is responsible for interpreting changes to the North Carolina Curriculum regarding arts education, informing teachers and principals of the implications of those changes, and ensuring that instruction is aligned with curriculum goals. Employee conducts observations of existing cultural arts programs and evaluates the effectiveness of current programs and also assesses the need for new programs. Employee provides professional development opportunities for staff and assists teachers in developing goals for individual programs. Employee also assists teachers with textbook and other materials selection and provides teachers various tools and materials to aid instruction.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

###### **General Curriculum and Organization**

Coordinates the K-12 arts instructional program, including music, visual art, dance and theatre arts; visits schools and observes classes to evaluate current programs and assess the need for new programs; meets with principals and teachers to discuss the implementation of curriculum goals; schedules specialists as required; screens new hires for vacant positions in arts education content areas.

Ensures curriculum officers, teachers, and principals are familiar with any changes to the North Carolina Standard Course of Study regarding the arts; provides leadership in curriculum planning and the formation of goals and objectives for the arts. Assists the school system with the acquisition of appropriate textbooks, teacher guides and other instructional materials and equipment for arts courses.

Assists with the overall evaluation of the arts programs teachers in the system and develops strategies for improvement; evaluates need of and coordinates for the opening of new programs; coordinates and provides staff development opportunities for arts and classroom teachers.

Develops a comprehensive five year plan for Cultural Arts in the district.

Collaborates with other curriculum specialists to provide an integrated program.

Manages district budget for arts education.

## **COORDINATOR II – K-12 ARTS**

Manages the Summer Arts Institute.

Serves as liaison to community organizations. Reports to Executive Director of Secondary Curriculum.

Updates instructional resources and makes resources available for staff.

Manages assessment tools for appropriate level placement of students in high school; provides guidance for teachers in implementation of assessments.

### **Professional Development**

Convenes periodic meetings of contact teachers and department chairpersons in appropriate areas of the arts; Tracks and maintains teacher professional development; provides training for new and experienced faculties; attends department and general staff meetings as required.

Facilitates outside events for teacher professional development; manages and critiques forms for obtaining appropriate CEUs.

### **Facilities and Equipment Management**

Monitors arts equipment inventories and determines needs; works with principals and teachers to acquire additional space and facilities at individual schools for cultural arts use; advises Facilities Department on current trends and needs for facilities development.

Monitors instrument and equipment maintenance plan for district and collaborates with the providers of the instrument repair service.

### **Community Liaison**

Collaborates with community organizations to organize cultural activities for students; negotiates and obtains financial support from various community organizations.

Keeps parents, administrators and community citizens informed about cultural arts programs in the school system.

Participates in various professional and community organizations; attends various workshops, seminars and conferences to continuously update professional knowledge.

### **Budget Management**

Assists with budget development for K-12 cultural arts programs and events.

Implements and disperses funds for contracted services, clinicians, substitutes, materials and equipment as needed.

## **COORDINATOR II – K-12 ARTS**

### **Administrative**

Serves as Program Director for the Summer Arts Institute.

Completes administrative placement of elementary specialists annually.

Screens new hires for all vacant arts positions K-12.

Serves as liaison between principals and Human Resources regarding arts assignments.

Collaborates with Director of Grants to design and develop grant proposals for district-wide arts education.

Manages and implements services from community organization partners (i.e., Greensboro Symphony); organizes transportation and seating for student events.

Appoints and manages lead teachers for all arts content areas.

Coordinates with Magnet Office to implement magnet offerings and strategies as needed.

Coordinates and collaborates with state agencies (i.e., ArtsNC, NC Arts Council, DPI, NCDCCR) to review and revise policies and procedures for curriculum design and implementation as well as program offerings as necessary.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Master's degree in a related arts education field from an accredited college or university; 7-10 years of successful experience teaching and/or serving as an arts education program coordinator; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Administrator training preferred but not mandatory.

### **SPECIAL REQUIREMENTS**

Must be certified to teach in the state of North Carolina and hold a current teachers license. Must possess a valid North Carolina Driver's License.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers, overhead projectors, copiers, adding machines, artist pens and brushes, etc. Must be

## COORDINATOR II – K-12 ARTS

physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, applications, etc. Requires the ability to prepare correspondence, contracts, reports, presentations, requisitions, forms, evaluations, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables. Requires the ability to perform as a professionally trained artist in a given genre.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using artist's tools.

**Manual Dexterity:** Requires the ability to handle a variety of items such as pens, paint brushes, musical instruments. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations. Must be proficient in conflict resolution skills including advocacy, negotiation, and mediation techniques.

## COORDINATOR II – K-12 ARTS

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone, electronic mail, social media, and other forms of electronic communication.

### KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of appropriate arts education activities for K-12 education students.

Thorough knowledge of the North Carolina Curriculum as it applies to the arts.

Considerable knowledge of the current literature, trends, and developments in the field of arts instruction.

Considerable knowledge of the principles of supervision, organization and administration.

General knowledge of the County and School Board policies, procedures and standards regarding K-12 education.

Specific knowledge of the organization and communication channels of the school system.

General knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Skill in counseling, developing, supporting, and coaching staff.

Ability to determine appropriate arts education programs and activities for each of the grade levels K through 12.

Ability to negotiate and collaborate with large groups of people and one-on-one; ability to present and perform by artistic means.

Ability to determine appropriate arts education programs and activities for each of the grade levels K through 12.

Ability to select appropriate and effective textbooks and other materials.

Ability to develop innovative and effective cultural arts instructional strategies.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.

## **COORDINATOR II – K-12 ARTS**

Ability to develop and oversee meaningful annual budgets.

Ability to effectively express ideas orally and in writing.

Ability to make effective oral presentations before large groups of people.

Ability to exercise considerable tact and courtesy in frequent contact with the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to provide respectful and responsive service.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.