

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: CURATOR OF ARTS GRANTS

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of highly specialized tasks coordinating the successful implementation of the Professional Development for Arts Educators (PDAE) grant, the Assistance in Arts Education Development Dissemination (AAEDD) grant, and the Lang Lang International Music Foundation Keys of Inspiration (KOI) grant in the county school system. Employee is responsible for understanding and ensuring that the district's project implementation complies with federal grant guidelines. Employee recommends and helps to provide professional development opportunities for staff and assists the Director of Fine Arts, Supervisor of Fine Arts and Teachers with professional development implementation. Employee manages grant budgets. Employee serves as liaison to community partners. Reports to Director of Fine Arts.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

GENERAL

Coordinates the grant projects, including but not limited to: budget, implementation, communication with community partners, organizing professional development content and delivery, aiding with curriculum design and lesson delivery.

Ensures Director, Supervisor, teachers, and principals are familiar with any changes to the grants; provides leadership in curriculum planning and the formation of goals and objectives for the arts. Assists the Fine Arts Depart with acquisition of appropriate materials needed/planned in the grants budget.

Coordinates and provides staff development opportunities for arts and classroom teachers.

Serves as liaison to the various program directors.

Attends all committee meetings pertaining to the implementation and execution of the grant.

PROFESSIONAL DEVELOPMENT

Convenes periodic meetings of contact teachers and principals; Tracks and maintains individual teacher professional development; attends department and general staff meetings as necessary.

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

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Develops, implements, and maintains micro-credential system for staff completing each gateway.

BUDGET MANAGEMENT

Assists the Department of Fine Arts with maintaining the budget for grant programs and events.

Implements and disburses funds for contracted services, clinicians, substitutes for grant events, outside professional development opportunities, and materials and equipment in compliance with federal EDGAR guidelines.

Leads the documentation process for federal reporting requirements including but not limited to the APR, GPRA, and Ad hoc reports.

ADMINISTRATIVE

Collaborates with Director of Grants and Director of Fine Arts to maintain integrity of grant programs.

Serves as consultant for Superintendent and other district administration for grant programs related matters and decisions; assumes responsibility of acting as agent of GCS Board of Education in the solution of conflicts that pertain to the position.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in the field of education or non-profit management from an accredited college or university; at least five years of successful experience teaching or non-profit management experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Experience in arts administration, managing a major grant, and working with children are preferred.

SPECIAL REQUIREMENTS

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 physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force

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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. Be able to present to large bodies of people.

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.

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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 project management.

Thorough knowledge and understanding of the grants.

Considerable knowledge of the current literature, trends, and developments in the field of project management for non-profit organization.

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.

Ability to negotiate and collaborate with large groups of people and one-on-one.

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.

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.

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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.