

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: SUPERVISOR I – FINE ARTS

GENERAL STATEMENT OF JOB

Under limited 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 selection of textbooks and other materials and provides teachers various tools and materials to aid instruction. Employee reports to the Director of Fine Arts.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists with the coordination of the PreK-12 arts instructional program, including music, visual art, dance and drama theatre arts; visits schools and observes classes to evaluate current programs and assess the need for new programs.

Ensures curriculum officers, teachers, and principals are familiar with any changes to the North Carolina Curriculum 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.

Collaborates with other curriculum specialists to provide an integrated program.

Work in conjunction with other district departments to ensure implementation of equitable classroom practices to improve outcomes for all students.

Updates instructional resources and makes resources available for staff.

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

Assists in monitoring instrument and equipment maintenance plan for district.

Assists in the collaboration with community organizations to organize cultural activities for students; negotiates and obtains financial support from various community organizations.

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

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

Assists with planning and coordination of the Summer Arts Institute.

Performs other related work as required.

Other duties and responsibilities as assigned by the Director of Fine Arts and Assistant Superintendent of Teaching, Learning, and Professional Development.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in a related arts education field from an accredited college or university; Master's degree preferred; 5 years of successful arts teaching experience and/or providing arts education program supervision; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

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 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

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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.

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.

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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.

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.

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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.