

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: DIRECTOR I - FINE ARTS

GENERAL STATEMENT OF JOB

Under limited supervision, performs a variety of supervisory and administrative tasks in overseeing the successful implementation of Pre-K-12 Fine Arts program in Guilford County Schools. Employee is responsible for providing leadership in the development, implementation, and evaluation of the fine arts program to promote student learning and teacher effectiveness for the benefit of the system's total educational program. Employee is also responsible for identifying and evaluating new and emerging trends in fine arts and communicating that information to district and school staff. Employee acquires and distributes resource materials. Employee works with various community agencies to discuss and coordinate fine arts resources and issues and to share ideas for collaborative programming. Reports to the Assistant Superintendent of Teaching, Learning, and Professional Development.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Coordinates program components, support needs and materials (e.g. negotiating contracts with vendors, reserving space, etc.) for meeting District and/or program guidelines.

Promotes the Visual and Performing Arts program for the purpose of improving the quality of student outcomes and encouraging student development.

Monitors Visual and Performing Arts services (e.g. evaluating programs and attendance, reviewing staff, overseeing equipment procurement, staffing, etc.) for the purpose of ensuring that performance outcomes are achieved within budget, department, and district objectives.

Develops long and short range plans/programs (e.g. identifying school-specific support needs; outlining visual and performing arts programs; integrating adopted curriculum; staffing, etc.) for the purpose of ensuring that district goals and objectives are realized.

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

Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.

Collaborates with a variety of internal and external sources (e.g. principals, theater staff, area performing arts groups, vendors, colleagues, Curriculum Director, etc.) for the purpose of developing curriculum/course modifications, implementing and maintaining services and/or programs and serving as a liaison and information/process resource.

DIRECTOR I — FINE ARTS

Participates (as a presenter or attendee) in a wide variety of meetings that involve a range of issues related to visual and performing arts (e.g. regulatory requirements, program offerings, funding status, participation levels, etc.) for the purpose of conveying and gathering information; evaluating topics/materials, identifying appropriate actions, and/or developing recommendations.

Researches a wide variety of topics (e.g. new visual arts and performing arts programs, grant availability, professional development, etc.) for developing new programs that meet staff training needs.

Responds to inquiries of students, parents, other school personnel, community representatives, etc. for providing information, assistance and/or direction regarding the program and student activities.

Prepares a wide variety of often-complex materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.

Performs departmental administrative functions (e.g. hiring, counseling, training, supervising, evaluating, monitoring budget, developing procedures, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring that necessary outcomes are achieved.

Maintains a variety of detailed records (computer and manual) (e.g. equipment and supply inventory; contract documents; evaluation forms and tabulations, correspondence, memos, etc.) for the purpose of meeting program reporting requirements.

Other duties and responsibilities as assigned by the Assistant Superintendent of Teaching, Learning, and Professional Development and Chief Academic Officer.

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; 5-7 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.

SPECIAL REQUIREMENTS

Must be certified by the North Carolina Department of Public Instruction. Must possess a valid North Carolina Driver's License.

DIRECTOR I — FINE ARTS

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, copiers, overhead projectors, 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, articles, proposals, contracts, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, contracts, policies, handbooks, 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.

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 a variety of technical or professional languages including legal and counseling terminology,

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of descriptive statistics, statistical inference and statistical theory.

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 office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

DIRECTOR I — FINE ARTS

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.

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.

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.

DIRECTOR I — FINE ARTS

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.

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.