



**Job Title:** Visual and Performing Arts Coordinator

**Exemption Status/Test:** Exempt

**Reports to:** Director of Visual and Performing Arts

**Date Revised:** October 2020

**Dept. /School:** Visual and Performing Arts Department

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**Primary Purpose:**

To actively work with the Director of Visual and Performing Arts in the organization, administration and evaluation of the visual and performing arts for the District.

**Qualifications:**

**Education/Certification:**

Bachelor's Degree  
Master's Degree  
Valid Teaching Certificate

**Special Knowledge/Skills:**

- A comprehensive understanding and working knowledge of curriculum, instruction, and technology in the areas of responsibility
- Knowledge of state policies governing extracurricular events and participation
- Ability to interpret policy, procedures, and data
- Ability to coordinate district functions
- Ability to manage personnel
- Strong organizational, communication, public relations, and interpersonal skills
- Ability to evaluate instructional programs and teaching effectiveness
- Demonstrate behavior that is professional, ethical, and responsible and be a role model for all district staff and students

**Experience:**

Five (5) years teaching experience in at least one of the areas of fine arts  
Leadership responsibility in an area of fine arts, preferred

**Major Responsibilities and Duties:**

**Instructional and Program Duties**

1. Develop, promote, and support a curriculum that helps each child develop a sense of self-worth and critical thinking skills according to the Strategic Plan of the district.
2. Use evaluation data for program improvement.
3. Provide technical guidance in the design of instructional and support spaces under development or renovation to ensure that program needs are met by these facilities.
4. Assist the Director in organization and supervision of new and/or innovative fine arts programs for the District.
5. Work with all fine arts teachers on educational and administrative procedural needs of their programs.
6. Assist in making travel arrangements for all fine arts student groups, as required.

7. Assist in the planning and management of district wide fine arts activities.
8. Arrange for professional development, workshops, clinics, and staff meetings designed to improve instruction.
9. Review and evaluate latest developments in the fine arts.
10. Collaborate with principals, teachers, and parents to coordinate a strong fine arts program.

### **Budget**

11. Assist the Director in the development of fine arts budgets, purchasing and scheduling.
12. Prepare specifications for fine arts bids and supervise the purchase of fine arts materials and equipment.

### **Personnel Management**

13. Assist the Director with the recruitment, selection and training of personnel.

### **Community Relations**

14. Articulate the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing the district's strategic plan.
15. Demonstrate an awareness of district community needs and initiate activities to meet those needs.

### **Other**

16. Perform other functions that may be assigned by the Administrator and/or supervisor.

### **Supervisory Responsibilities:**

None.

### **Mental Demands/Physical Demands/Environmental Factors:**

**Tool/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse, occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Work irregular hours; occasional prolonged hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress; maintain confidentiality

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.