

Killeen Independent School District Job Description

Job Title: Assistant Director for Fine Arts
Reports To: Director of Fine Arts
FLSA Status: Exempt

SUMMARY

Assists in the coordination of instrumental music programs within the district, to provide leadership through collaborative processes to support teachers, campus, and district administrators with instrumental music programs, and to promote positive change in order to impact student achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Assists in planning and implementing instrumental music programs.

Assists with maintaining and communicating a district-wide calendar containing district fine arts events.

Schedules guest performers and speakers, special events, workshops, exhibits, and competitions.

Organizes and publicizes KISD-sponsored competitions involving students in instrumental music events.

Assists in the evaluation of textbooks, instructional resources, and equipment for use in band and orchestra.

Conducts and/or facilitates workshops on content area/grade level and pedagogical skills.

Assists with the implementation of new and revised programs, curriculum, and instrumental materials.

Diagnoses curricular and instructional needs and works to meet them through professional development, curriculum projects, provision of resource materials, and individualized growth plans.

Plans, organizes, and leads the development of content outlines, curriculum guides, other instructional aids, and performance opportunities.

Evaluates instrumental music programs relevant to district philosophy, campus goals, and UIL guidelines.

Recommends instructional arrangements to facilitate learning goals, such as grouping strategies, individualized instruction, cooperative learning, lab use, clinics, and/or technology.

Facilitates the organization and distribution of instructional materials other than textbooks.

Assists with the distribution of current research-based materials to the appropriate personnel.
Assists in budgeting, bidding for equipment and supplies, and monitoring of expenditures within instrumental music program.

Conducts departmental contact personnel meetings when appropriate.

Coordinates with Human Resources and campus administration to fill instrumental music teaching positions with the best available applicants.

Analyzes and recommends facilities, equipment, and material needs for optimum teaching and learning.

Utilizes information to recommend necessary changes or adjustments of facilities, equipment, and material needs.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Is responsible for the supervision of the instrumental music curriculum and staff. Additional responsibilities include assisting with interviewing, recommendations for hiring, and training employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Music and a minimum of three years of related work experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Teaching Certificate required; Principal Certificate preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information to members of the board of trustees, administrators, principals, staff, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate. The employee will work extended and irregular hours, including nights and weekends, and will need to maintain control under stress.

Revised Date: October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required