

Killeen Independent School District Job Description

Job Title: Director for Fine Arts
Reports To: Executive Director for Student Services
FLSA Status: Exempt

SUMMARY

Coordinates art, dance, drama, cheerleading and music programs within the district, to provide an enriched curriculum for all students, and to enhance cultural opportunities for all students.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Assists in planning and implementing programs in all areas of fine arts.

Maintains and communicates 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 content area events.

Evaluates textbooks, instructional resources, and equipment for classroom use.

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.

Involves teachers as trainers.

Evaluates 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 monitors expenditures.

Conducts departmental contact person meetings when appropriate.

Communicates district Pre-K through twelfth grade fine arts curriculum, instructional practices, accomplishments, goals, and new directions to parents, principals, and community.

Promotes the mission of the district and communicates that mission within the community.

Coordinates with Personnel Services to fill all fine arts 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.

Provides management and oversight of the high school auditoriums and auditorium managers.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Is responsible for the supervision of the Fine Arts curriculum. Is responsible for the overall direction, coordination, and evaluation of the curriculum. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Additional responsibilities include interviewing, recommending 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

Master's degree, three years teaching experience and a minimum of two years experience in instructional leadership roles.

CERTIFICATES, LICENSES, REGISTRATIONS

Principal Certificate.

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