

DIRECTOR OF FINE ARTS

TITLE:	Director of Fine Arts
REPORTS TO:	Superintendent's Designee
SUPERVISES:	Assigned Staff
JOB FUNCTION:	Focuses on the development and implementation of a high quality districtwide Fine Arts program. Coordinates the art, music, drama, dance, creative writing, and other fine art area programs for the school system.

MEASURES OF SUCCESS:

Annual Reviews Indicate:

- Increased student participation in Fine Arts Programs.
- Increased student achievement through participation in Fine Arts.
- Increased family and community engagement.

DUTIES AND RESPONSIBILITIES:

- Facilitate the planning, development, and implementation of instructional programs in the Fine Arts areas of music, art, drama, dance, creative writing, and other fine art area programs for the school system.
- Work in cooperation with principals, staff, and SBDM councils to establish procedures to be observed in the operation of fine arts programs.
- Coordinate professional learning areas of Fine Arts that provides instructional approaches, resources, and tools to support teachers design and implementation.
- Plan, schedule, and coordinate community arts performances of the Arts; facilitate county-wide arts performances and events for student and staff.
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- Assist in providing technical support to all schools in the district based upon individual school goals and needs, including research, assistance in curriculum and instructional issues, interpretation and/or development of policy, access to human and physical resources, and staff development.
- Maintain knowledge of current statutes, policies, regulations, trends, and research that affect the instructional program, and assist schools in remaining current on such information.
- Schedule itinerant instrumental music and art staff; assist in the development of elementary art and music teacher assignments.
- Develop specifications and standards for bids and issue purchase orders for the procurement of musical instruments and equipment, instructional materials, and supplies as requested for the Fine Arts area.
- Prepare and keep accounting for the budget designated for fine arts instructional improvement.
- Maintain inventory and insurance records of musical instruments in cooperation with individual schools.
- Attend School Board and community meetings upon request to serve as a liaison and to participate in communications regarding fine arts related events and policies.
- Work in cooperation with fine arts staff, principals, and others in scheduling school participation in community services, activities, exhibits, festivals, and contests.
- Serve various state, district, and community committees as requested, as approved.
- Demonstrate the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at the novice level of proficiency.
- Perform other duties as assigned.
- Maintain regular attendance.

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PHYSICAL DEMANDS:

- Work is performing while standing, sitting, and/or walking.
- Requires the ability to communicate effectively using speech, vision, and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, and reaching.
- Requires ability to lift, carry, push, or pull light weights.

EDUCATION AND EXPERIENCE:

- Master's degree in Education.
- At least five (5) years of successful teaching experience in Fine Arts related areas.
- Three (3) year prior administrative/supervisory experience at the elementary or secondary school level preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid Kentucky teaching verification

Original Date: 11/11/2021

Revision Date:

Administrative Additive Level
6