



## DIRECTOR OF FINE ARTS

### Purpose Statement

The job of Director of Fine Arts was established for the purpose/s of directing the district fine arts program (instrumental, vocal, and general music, theater, visual arts, dance) and related activities, including but not limited to: Insuring that program components maximize the arts experience of every student; providing information and serving as a resource to others; defining objectives by planning, evaluating, developing, implementing, and maintaining assigned services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to the Assistant Superintendent of Teaching, Learning and Assessment.

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### Essential Functions

- Advises, and serves as liaison and advocate for all stakeholders in the Williamson County Schools Fine Arts program.
- Analyzes student and program related data for the purpose of providing information related to student and program achievement in order to evaluate program effectiveness and to provide information needed for strategic planning.
- Collaborates with employees, parents, administrators, support organizations, etc. for the purpose of ensuring that activities meet student, program and district objectives in an effective and timely manner.
- Conducts needs assessments for the purpose of ensuring district curriculum and professional development needs are met.
- Directs district-wide fine arts activities and processes (e.g. calendar, transportation, field trip requests, literature and equipment inventories, equipment repair and acquisition, fine arts facilities, set and equipment warehousing, etc.) for the purpose of ensuring all programs proceed effectively and efficiently in accordance with the district strategic plan.
- Supervises the development of curriculum integration solutions and related work and instructional aides for the purpose of providing users with tools needed to utilize emerging curriculum integration strategies to enhance student learning.
- Facilitates the review and selection of textbooks and related instructional aides for the purpose of providing quality materials in order to meet district, state and federal educational standards.
- Assists the HR Recruiter and school Principals in actively recruiting outstanding prospective fine arts teachers for teaching positions in the district and assists administrators in performing personnel administrative functions (e.g. selecting, counseling, training, supervising and evaluating, etc., as requested) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring the fine arts program goals are achieved.
- Maintains a variety of digital files, documents and/or records (e.g. reports, logs, databases, agreements, licenses, copyrights, State and local reporting, etc.) for the purpose of documenting activities, providing written reference, and complying with mandated requirements.
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Supports teachers with operational and instructional materials (e.g. model lessons, recommendations, lesson plans, reports, instructions, policy memos, etc.) for the purpose of assisting in instructional programming, documenting activities, providing written reference and/or conveying information.
- Represents the district and its fine arts programs in working with external stakeholders for the purpose of promoting positive relations and enhancing related educational services.
- Researches exemplary fine arts programs to inform our progress toward the district vision.
- Participates in the interviewing, evaluating, training, supervising, and counseling of staff as appropriate.
- Attends and actively participates in professional association meetings and conferences at the local, county, state and national levels.
- Researches, writes and presents grant information for the purpose of securing the funding needed to meet program needs.



# Williamson County Schools

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- Researches curriculum integration methods and materials for the purpose of meeting the District master plan for student achievement and curriculum integration, including cross-curricular activities that better connect Fine Arts students and activities to the core classroom.
- Supports teachers by visiting classrooms and offering feedback for the purpose of enhancing their understanding and application of educational and curriculum plans, strategies and materials.

## Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## Job Requirements: Minimum Qualifications

### Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: reading, analyzing and interpreting data; operating standard office equipment using pertinent software applications including web page editing programs; preparing and maintaining accurate records; planning and managing projects; strong writing ability; instructional design skills; and problem solving.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: effective use of technology materials related to curriculum; methods, procedures, materials and techniques used in the installation and maintenance of computer and computer systems including both hardware and software; create multimedia and digital video presentations and promotions; policies, regulation guidelines as they relate to use of software (specifically, copyright laws and the use of licensed equipment and materials); educational and classroom management software; current and emerging technology; and curriculum and instructional methods.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: decision making; adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; and working as part of a team.

### Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to affect the organization's services.

### Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 70% sitting, 10% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**EXPERIENCE:** Job related experience with increasing levels of responsibility.

**EDUCATION:** Bachelor's degree in job related area.

**EQUIVALENCY:** None specified.

#### **REQUIRED TESTING:**

None Specified

#### **CERTIFICATES & LICENSES:**

Teachers License  
Administrator License Preferred

#### **FLSA STATUS:**

Exempt

#### **CONTINUING EDUCATION/TRAINING:**

None Specified

#### **CLEARANCES:**

Criminal Justice Fingerprint/Background Clearance

#### **SALARY GRADE:**

Professional

*Pursuant to the Williamson County Board of Education's policy of equal opportunity employment, Williamson County Schools does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetic information, pregnancy, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*