



Little Rock School District

JOB DESCRIPTION

Position Title: Director of Fine Arts

Prepared Date: 01/18/2022

JOB GOAL:

Develop, implement, and maintain, in collaboration with teachers, parents, community, and fine arts organizations, a comprehensive systemic plan for the plan for the improvement of K-12 fine arts

TERMS OF EMPLOYMENT:

Eleven (11) month (220 day) contract. Pay 802 Grade 24, plus benefit package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. Master's degree (M.A.) in education, music, or fine arts; doctorate preferred. Administrative certification required. Five or more years of successful teaching experience as a successful fine art instructor, such as choir, band, orchestra or art teacher; and evidence of success in building a quality fine arts program. Must have excellent oral and written communication skills with strong collaborative skills necessary to work with staff, parents and community. Need evidence of a strong commitment to quality desegregated education. Must be skilled in the use of technology.
2. 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 and respond to questions from groups of managers, clients, customers, and the general public.
3. 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.
4. 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.
5. Must possess or meet the requirements to obtain an Arkansas Department of Education Administrator's Certificate. Minimum of a Master's Degree required.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.



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1. Provides leadership in curriculum/standards development and implementation for music and art education.
2. Provides appropriate and ongoing professional development for fine arts teachers.
3. Coordinates the district's co-curricular music and art activities relating to performances, concerts, competitions, etc.
4. Provides leadership in improving student participation and success in fine arts courses, performances and competition.
5. Provides technical assistance to principals in scheduling.
6. Proposes and administers district budgets such as replacement and repair of uniforms, instruments, and equipment; purchase and cataloging of sheet music; purchase of art equipment and supplies.
7. Works in collaboration with PRE on a program evaluation design and plan for collection of data, including music and art enrollment by school, enrollment and success in music and art scholarships, ratings of performance groups, art awards, etc.
8. Keeps supervisor, Cabinet members, the Board of Education, parents and the community well informed.
9. Performs other duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.