



**Opening:** February 7, 2017

**Reports To:** Associate Superintendent – Office of Academics

**Pay Grade:** Administrative Management – XX2

**Closing:** February 22, 2017

**Wage/Hour Status:** Exempt

**Rev:** 5 - 2016

**Terms of Employment:**

12 months/230 days per year. Salary is at Administrative Management Job Group XX2 on the SAISD Compensation Plan on a term or probationary contract, as applicable. Entry level annual salary is at a rate of \$106,280.70 with additional consideration for directly related experience.

**Primary Purpose:**

Provide leadership and coordination of an aligned and articulated Fine Arts instructional program K-12 to include band, orchestra, mariachi, choir, theatre arts, visual arts and dance.

**Minimum Qualifications:**

**Education/Certification:**

- Master's degree in music, art, fine arts or education
- Eighteen (18) hours of coursework in music, of which 12 must be upper division hours
- Valid administrative or supervisory certification
- Valid teacher certification
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

**Special Knowledge/Skills:**

- Demonstrated leadership skills
- Knowledge of curriculum design, implementation and evaluation K-12
- Ability to evaluate instruction programs and teaching effectiveness
- Ability to evaluate and modify instructional program and teacher effectiveness based on data analysis and interpretation
- Ability to manage budget and personnel
- Ability to develop and deliver training to adult learners
- Strong organizational, communication and interpersonal skills
- Ability to problem solve, think critically and manage conflict

**Experience:**

- Three (3) years teaching in fine arts subject
- Prior success in supervisory, administrative or management position
- Prior success in developing and presenting professional development programs
- Prior success in technology applications

**Major Responsibilities and Duties:**

*(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)*

**Instructional Leadership**

1. Diagnose instructional needs and recommend instructional programs and materials to address identified needs.
2. Align content processes and product outcomes for K-12 Fine Arts curriculum and instruction programs with national and state standards.
3. Design and implement a long-range strategic plan for effective secondary fine arts programs.
4. Provide leadership for program development, assessment and resource selection of University Interscholastic League (UIL) and other special activities.
5. Keep deputy superintendent and curriculum director informed on Fine Arts business of the district.

**District Climate**

6. Facilitate communication and collaboration among assigned Fine Arts staff, teachers and campus administration to enhance service delivery, program development and customer satisfaction.

#### **Organization Leadership**

7. Provide leadership and direction to Fine Arts instructional support staff and campus administration.
8. Coordinate and plan district-wide events and activities related to Fine Arts programs.
9. Assist school principals, in collaboration with leadership executive directors and instructional support staff, in developing campus Fine Arts programs.

#### **Organizational Management**

10. Develop, review and approve Fine Arts department operating policies/procedures and state board rules related to instruction.
11. Provide budget oversight for Fine Arts department and programs.

#### **Human Resources Administration/Evaluation**

12. Supervise and evaluate assigned Fine Arts department directors, instructional support personnel and clerical staff.

#### **Senior Executive Director for Fine Art's Role in Student Achievement**

13. Monitor the quality and implementation of all fine arts programs and recommend adjustments as needed.
14. Monitor and evaluate effectiveness of district assessments for Fine Arts program.
15. Identify, analyze and apply research and best practices that support Fine Arts instructional programs at all grade levels.
16. Develop, maintain and use information systems and data necessary to show progress on performance objectives and long-range program goals.
17. Ensure strong collaboration and support to core instruction, coordinating with all departments to ensure student growth

#### **Communication and Community Relations**

18. Demonstrate awareness of district and community needs for Fine Arts programs and initiate activities to meet those needs.

#### **Professional Learning**

19. Participate and facilitate Fine Arts staff development programs that improve job related skills and professional growth.
20. Demonstrate current knowledge, understanding and skill appropriate to role of Executive Director for Fine Arts.

#### **Qualities of Effective Senior Executive Directors for Fine Arts**

21. Demonstrates a high level of personal integrity, a collaborative leadership style and high ethical standards.
22. Keep informed of and comply with state, district, and campus policies affecting schools, including daily attendance, punctuality and confidentiality.
23. Comply with the Texas Educator's Code of Ethics.

#### **Supervisory Responsibilities:**

Supervise and evaluate performance of assigned staff including professional, support staff, paraprofessional and non-classified employees

#### **Equipment:**

Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.

#### **Working Conditions:**

##### **Mental and Physical Demands:**

Maintain emotional control under stress; work with frequent interruptions/deadlines and prolonged or irregular hours; Frequent walking, standing, stooping, bending, pulling and pushing; Occasional: Lifting and carrying 10-25 pounds frequently, 25-40 pounds occasionally, more than 45 pounds infrequently with assistance; Pushing/pulling 10-35 pounds sporadically; May be required under specific circumstances to provide physical restraint of students in danger of causing harm to themselves or others; Frequent districtwide and occasional statewide travel.

##### **Environmental Factors:**

Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.)

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THE SAN ANTONIO INDEPENDENT SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, GENDER, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER BASIS PROHIBITED BY LAW.

Employee Acknowledgement of Receipt \_\_\_\_\_

Date: \_\_\_\_\_

Hiring Administrator \_\_\_\_\_

Date: \_\_\_\_\_