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**Title:** Visual Arts Teacher & Technical Theatre Assistant  
**Classification:** Salary; Exempt

**Status:** Full-time; 9.5 months  
**Reports to:** Director of ParishArts

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### JOB SUMMARY

ParishArts is looking for a unique candidate with a broad range of skills and experience who will be responsible for teaching of lower school visual arts and able to support the Middle and Upper School Theatre programs. Successful candidates will have experience and knowledge of both visual and theatre arts including the ability to teach with different modalities and innovative methods to achieve student personalization. Additionally, the candidate must have excellent communication skills and the ability to use tact in dealing with students, parents, faculty and staff, and be able to collaborate with faculty and administration in support of strategic initiatives. They must comply with Parish standards as they relate to faculty conduct and be flexible in the work schedule, as needed. Involvement in student life is an expectation of all teachers.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

- Plan and execute lessons to help students achieve competence and meet subject-area objectives.
  - Conduct advising sessions with students and parents as needed.
  - Manage and monitor student learning.
  - Assist with extracurricular activities as assigned.
  - Prepare course resources, including teaching and testing materials, articles, workbooks, manuals, and assignments.
  - Adhere and aspire to Parish Episcopal "Characteristics of Effective Teaching".
  - Promote the School's statement of mission and philosophy.
  - Prepare students for future courses and make proper course recommendations.
  - Maintain professional credentials as required by Independent Schools Association of the Southwest (ISAS) or other accrediting agencies.
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### MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

- Attends Staff Development Meetings
  - Attends Chapel
  - Attends Division Meetings
  - Attends Department & Team Meeting
  - Attends school events such as Lower School Night, Admission Open House, Fieldtrips/Class Trips
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### QUALIFICATIONS

#### Education and Experience:

- Bachelor's Degree; relevant Master's Degree preferred
- 3-5 years' teaching experience

#### Job Knowledge, Skills, and Abilities:

- Plan and execute lessons to meet subject objectives.
- Supervise student preparation of visual art work for exhibition, and assist with theatre production needs (costuming, set building, or tech theatre skills).
- Share responsibility with all visual arts faculty in the operation of the school's Margaret Jonsson Family Foundation Art Gallery.
- Manage program budget, including forecast, purchase and management of classroom supplies and equipment.

- Plan and lead related field trips for classes, especially to local museums and galleries.
- Technologically literate and able to learn new systems and software.

### WORKING ENVIRONMENT | PHYSICAL AND MENTAL REQUIREMENTS

*These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a reasonable accommodation, the School may be able to adjust or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.*

#### Working Environment:

- Office Environment
- Classroom Environment
- Works Primarily with Students
- Works Primarily with Adults; Some Exposure to Students
- Travel - Light
- Travel - Heavy
- Evening and/or Weekend Commitment - Light
- Evening and/or Weekend Commitment - Heavy
- Inside
- Outside
- Works with Others
- Works Alone
- Extreme Heat
- Extreme Cold
- Noise

#### Physical Requirements:

- Seeing
- Color Perception

- Hearing
- Clear Speech
- Touching (Hand and Finger Dexterity)
- Sitting
- Fine Finger Manipulation in Use of Computer
- Standing
- Ability to Move Distances
- Hillcrest Campus includes 5 buildings, 10 acres
- Midway Campus is 350,000 square feet, 50 acres
- Driving
- Climbing
- Balancing
- Kneeling
- Crawling
- Reaching
- Twisting or Bending at Waist
- Pushing or Pulling
- Lifting 0 - 20 pounds
- Lifting 0 – 40 pounds

- Lifting 0 – 75 pounds
- Carrying 0 - 20 pounds
- Carrying 0 – 40 pounds
- Carrying 0 – 75 pounds

#### Mental Requirements:

- Reading - Simple
- Reading - Complex
- Writing - Simple
- Writing - Complex
- Clerical
- Basic Math Skills
- Analysis and Comprehension - Simple
- Analysis and Comprehension - Complex
- Decision Making - Simple
- Decision Making – Complex
- Exercise Discretion - Simple
- Exercise Discretion - Complex

*The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.*