

Job Title:	Instructional Specialist, K-12 Fine Arts
Grade Level/Terms of Employment:	Grade 123 (260 days)
FLSA Status:	Exempt
Work Location:	Department of Curriculum & Instruction
Immediate Supervisor:	Coordinator, Fine Arts

General Description:

The Instructional Specialist for Fine Arts K-12 provides leadership to efforts to advance Fine Arts (Music, Visual Art, Dance, Theatre) achievement for all students in grades K-12. The Instructional Specialist for Fine Arts K-12 assists in coordinating and implementing the district's fine arts programs which includes designing, scheduling and monitoring programs, and developing, reviewing, and revising curriculum and assessments aligned to the Virginia Standards of Learning. The Specialist also supports teachers and administrators through professional development, coaching, and providing appropriately aligned resources to foster student success.

Essential Duties and Responsibilities:

- Monitors the instructional program for K-12 fine arts, including the development, implementation, and coordination of curriculum and programs
- Coordinates division-wide professional development, classroom embedded professional development, and topic-specific training sessions for fine arts teachers
- Observes fine arts instruction regularly and provides follow-up consultation and written, non-evaluative feedback to teachers and administrators
- Designs, schedules, and monitors national, state, district, school and community programs (including performances and displays) for both students and teachers
- Supports the management of the fine arts budgets, including state and national funds
- Ensures fine arts resources are ordered appropriately and distributed to schools in a timely manner
- Assists in the collection, review, and submission of all required information for state and federal reporting
- Maintains a working relationship with relevant community stakeholders
- Coordinates the gathering and analysis of fine arts data
- Stays abreast of the fine arts program trends, best practices, and methodology
- Performs other related duties as assigned

Qualifications:

- Postgraduate Professional License with an endorsement in visual art, music, dance, theatre required
- Minimum of three years of teaching in at least one area of the fine arts
- Recent successful experience as a supervisor, coach, or teacher of Visual Art, Music, Dance, Theatre
- Deep understanding of the progression of the knowledge, skills, and processes of fine arts education as defined in the Virginia Standards of Learning, specifically for music, visual art, dance, theatre
- Experience in the development of curriculum in the fine arts (including integration across the curriculum), and the development of budget and grant proposals
- Ability to coach teachers in meeting the diverse needs of students, including the ability to diagnose and respond to learning gaps through differentiated instruction
- Ability to develop, monitor, and manage programs to achieve established goals and objectives
- Ability to work in a cooperative manner with a variety of diverse groups, including parents, teachers, administrators, and community stakeholders
- Excellent verbal and written communication skills
- Bilingual candidates preferred