

Title: PARISHarts US Photography, Design, & Yearbook
Classification: Salary; Exempt

Status: Full-time; 10 months
Reports to: Director of PARISHarts

JOB SUMMARY

PARISHarts is seeking an individual with vision, flexibility, and creativity to teach photography, design, and yearbook. This role would be responsible for teaching digital photography, graphic design, and yearbook in the '23-'24 school year and beyond in addition to serving as an advisor to Upper School students. The successful candidate will have experience and strong knowledge of digital photography, graphic design, the Adobe Creative Suite, and the organizational skills to guide the creation of a dynamic yearbook. In addition, excellent communication skills along with tact in dealing with parents, colleagues and students in the school setting is a must. This role would be responsible for supervising and maintaining a digital media computer lab along with a photography studio. Involvement in student life and curricular development is an expectation of all teachers.

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.
 - Manage and monitor student learning.
 - Prepare course resources including teaching materials, formative and summative assessments, articles, reference materials and other assignments.
 - Communicate course expectations, assignment details and grades clearly and regularly with parents and students using our learning management system.
 - Supervise student preparation of work for regular exhibition, including selection, printing, matting and hanging for display in our Jonsson Gallery, on walls across campus and at the annual ISAS Arts Festival.
 - Select contests and exhibits for students to participate in and supervise work preparation and submission.
 - Act as the advisor for one section of students. Advisors serve as the point person for communication with the parents of the advisory students.
 - Conduct parent-teacher conferences at scheduled intervals and on a as needed basis.
 - Prepare students for future study and make proper course recommendations.
 - Collaborate with other art teachers in joint course offerings.
 - Collaborate with the visual art faculty, curriculum coordinator, and Director of PARISHarts on the continued evolution of the visual art program.
 - Collaborate with colleagues.
 - Adhere and aspire to Parish Episcopal "Characteristics of Effective Teaching".
 - Promote the School's statement of mission and philosophy.
 - Support other arts teachers in production of posters, headshots, and photography-related materials.
 - 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 and Division Meetings
- Attends School Functions as needed
- Attends Conferences for Professional Development
- Attends Department Meetings
- Attends Daily Chapel
- Attends school events such as Upper School back-to-school night, Admission Open Houses, Field Trips/Class Trips, gallery opening and other PARISHarts events

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

Education and Experience:

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

Job Knowledge, Skills, and Abilities:

- Creativity in curriculum development, project-based learning and differentiated lesson planning for the Upper School visual art classes.
 - Ability to interact with parents, faculty and staff, and handle confidential material and situations with discretion and sensitivity.
 - Manage program budget, including forecast, purchase and management of classroom supplies and equipment.
 - An accessible and approachable people person with a good sense of humor.
 - Able to set goals and accept professional feedback.
 - Strong ability to work collegially across the school community.
 - Technologically literate and able to learn new systems and software.
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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.