

## Assistant Director of Fine Arts

### Purpose Statement

The job of Assistant Director of Fine Arts is done for the purpose/s of actively working with the Director of Fine Arts in the organization, administration and evaluation of the visual and performing arts programs K-12.

This job reports to the Director of Fine Arts.

### Essential Functions

- Arranges for staff development, workshops, clinics, and staff meetings for the purpose of improving instruction.
- Articulates the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing the district's mission for the purpose of engaging the community and advocating for the Fine Arts Department.
- Assists the Fine Arts Director in the supervision and evaluation of support staff in the fine arts department for the purpose of compliance with established guidelines.
- Assists the Fine Arts Director in organization and supervision of new and/or innovative fine arts programs for the District. for the purpose of increasing interest and participation in areas of performing and visual art.
- Assists in the planning and management of District-wide fine arts for the purpose of providing guidance to student participants, oversight of group activities and ensuring program objectives are achieved.
- Assists the Fine Arts Director in the development, evaluation, revision and alignment of the curriculum in the visual and performing arts for the purpose of high quality service and education.
- Assists the Fine Arts Director in the development of fine arts budgets, purchasing, and scheduling for the purpose of ensuring efficient and effective processes and policies.
- Assists the Fine Arts Director with the recruitment, selection and training of personnel for the purpose of a highly qualified staff.
- Assists the Fine Arts Director with the creation and implementation of schedules for teachers and staff for the purpose of efficiency.
- Assists the Fine Arts Director with the recruitment, selection and training of personnel for the purpose of highly qualified staff.
- Coordinates a variety of school year and summer program activities (e.g. competitions, field trips, fund raising events, performances, copyright licensure, etc.) for the purpose of implementing scheduled activities and/or ensuring compliance with legal and administrative requirements.
- Guides student artists in the development of program objectives (e.g. concerts, competitions, hosted events, etc.) for the purpose of identifying specific program activities and tasks required to be implemented through the year.

- Oversees equipment, storage, inventory management and calendars for the purpose of efficiency of systems.
- Prepares specifications for fine arts bids and supervise the purchase of fine arts materials and equipment for the purpose of following District protocol and guidelines.
- Supervises student artists at a variety of activities (e.g. competitions, performances, travel/accommodations, meetings, etc.) for the purpose of ensuring students' conduct conforms with the program's objectives and district conduct policies.
- Works with all fine arts teachers on educational and administrative procedural needs of their programs for the purpose of efficiency and staff development.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: possess knowledge of overall operations of music, art, theater, and non-athletic extracurricular programs; possess knowledge of state policies governing extracurricular events and participation.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: interpreting policy, procedures and data; coordinate district function; manage personnel; possess strong communication, public relations and interpersonal skills.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; supervising the use of funds. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, 30% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within a specialized field is required.

**Education (Minimum):** Masters degree in job-related area.

**Education (Preferred):**

**Equivalency:** Master's Degree Curriculum Instruction  
 Five years teaching experience in at least one of the areas of fine arts  
 Leadership responsibility in an area of fine arts, preferred.

**Required Testing**

None Specified

**Certificates and Licenses**

Bachelor's Degree in related field  
Missouri Teacher Certification

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

7/1/2018

**Salary Grade**

See Administrator Salary  
Schedule

**Revised Date**

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.