

Title: Assistant Director of Parish Arts
Classification: Salary; Exempt

Status: Full-time; 12 months
Reports to: Director of Parish Arts

JOB SUMMARY

Parish Episcopal School seeks an experienced, collaborative, and creative Assistant Director of Parish Arts to join a dedicated arts team. This role builds rapport and communicates well with students, colleagues, and parents in addition to being flexible, adaptable, and strategic. This full-time position reports to the Director of Parish Arts and works in partnership to oversee a robust PreK-12 program comprised of 100+ events a year, a 50,000sqft performing arts center, and a team of 15 faculty and 3 fulltime staff members.

Parish Episcopal School is a Pre-k through 12th grade coeducational private school of approximately 1190 students located on two campuses in north Dallas. Parish is committed to a high-quality college preparatory experience and engaging students in a balanced learning environment through challenging core curriculum and strategic programs that develop and inspire.

In Parish Arts, we encourage creativity through meaningful immersive experiences that nurture and ignite passions for the performing and visual arts. We strive to enrich the lives of students and foster belonging in the community as performers, creators and appreciators of all arts.

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.

- Attend student support team meetings at each division and communicate issues concerning students in the arts.
- Attend academic assistant meetings, academic council, and department chair meetings in each division.
- Co-lead and facilitate the Parish Arts Leadership Council – a student leadership group in the Upper School.
- Facilitate performing arts event production meetings and performance debriefs.
- In partnership with the Director, manage all arts budgets.
- In partnership with the Director, facilitate faculty and staff evaluations.
- In partnership with the Director, manage staffing, course enrollment, and scheduling in all three divisions.
- Assist in all academic credit matters along with edits to course catalogs.
- Assist in supervision of special arts programming such as coffee house, ISAS Arts festival, etc.
- Communicate in a timely, clear, and effective manner with students, parents, faculty and staff, informally and formally.
- In partnership with the Director, act as a liaison for The Arts People booster club.
- Serve as a dynamic colleague and professional, collaborating with department and divisional colleagues.
- Act as the advisor for one section of students. Advisors serve as the point person for communication with the parents of the advisory students.
- Promote the School's statement of mission and philosophy.
- Maintain professional credentials as required by Independent Schools Association of the Southwest (ISAS) or other accrediting agencies.
- The use of technology in instruction is an expectation as well as being able to provide a basic level of support to students in a BYOD environment. Also, candidates should be proficient in utilizing technology for administrative functions including grading, attendance, resource sharing, and communications.
- Assist with extracurricular activities and all other duties as assigned.

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 'meet the teacher' nights, Admission Open Houses, Field Trips/Class Trips, performances, gallery opening and other Parish Arts 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
- 2-3 years administrative/leadership experience preferred

Job Knowledge, Skills, and Abilities:

- Experience in managing performing arts events.
- Experience in program development, curriculum design, project-based learning, and differentiated lesson planning for Prek-12 students in the arts.
- Ability to interact with parents, faculty and staff, and handle confidential material and situations with discretion and sensitivity.
- Experience managing faculty and staff, providing constructive feedback, and goal setting.
- Manage program budget, including forecast, purchase and management of classroom supplies and equipment.
- Strong communication skills, a sense of humor, humility, and empathy
- Able to set goals and accept professional feedback.
- Must meet the physical and mental requirements of the position.

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.
