

## POSITION DESCRIPTION

Job Title:	Visual Arts Teacher	Date:	April 2025
Department:	Creative Arts	Last update:	March 2025
Reports To:	Chair, Creative Arts		
Status:	X Exempt x FT	Non-Exempt PT	Classification: 10 Months Salary Range: \$65,000 - \$75,000

**POSITION SUMMARY:** The Visual Arts Teacher will oversee three classroom spaces, including a ceramics studio with kilns and pottery wheel, and will teach courses in Photography, Studio Art, AP Art, Yearbook, and Ceramics to students in grades 9-12. The ideal candidate will inspire students to develop their artistic voices, engage in creative exploration, and foster confidence, intellectual curiosity, and life skills through the arts.

### MISSION AND CORE VALUES:

The Academy of the Holy Cross, a Catholic college preparatory school sponsored by the Sisters of the Holy Cross since 1868, is dedicated to educating young women in a Christ-centered community which values diversity. The Academy is committed to developing women of courage, compassion and scholarship who responsibly embrace the social, spiritual and intellectual challenges of the world.

All faculty and staff must demonstrate a commitment to the Core Values of the Academy: community, Catholic identity, academic excellence, educating the whole person, tradition, diversity, leadership, single-sex education, environment, and communication.

### ABOUT THE CREATIVE ARTS DEPARTMENT:

The Creative Arts Department empowers students to develop courage, compassion, and scholarship through the arts. In classes, clubs, and extracurricular activities, students explore visual arts, theatre, public speaking, music, dance and film. They develop technical skills, explore creative ideas, express themselves while strengthening critical thinking, resilience, and collaboration. Whether in the studio, on stage, behind the camera, or in front of an audience, students develop the confidence and creativity to shape their own lives and the world around them. The skills developed through the arts prepare students for success not only in creative fields but in any path they choose to pursue.

### PRINCIPAL RESPONSIBILITIES:

#### Teaching & Instruction

- Teach Photography, Studio Art, AP Art, Ceramics and Yearbook to students in grades 9-12, fostering technical skills, creative expression, and an appreciation for the arts.
- Provide instruction in digital photography, including DSLR camera operation, digital workflow, and photo editing software (e.g., Adobe Photoshop, Lightroom)
- Guide students in ceramics, including wheel-throwing, hand-building, glazing, and kiln operation while ensuring safety and best practices
- Assess student progress through critiques, project based learning, and portfolio development, including preparing AP students for their AP Art portfolio submissions.
- Maintain academic records (grades, attendance, curriculum documentation) in an appropriate and timely manner in accordance with school policies

- Serve as an advisor or study hall proctor as needed, and depending on the number of sections available to teacher per semester.

#### Student Artwork & Displays

- Work with students to display artwork throughout the school, including in hallways, display cases, and community spaces
- Develop opportunities for showcasing student work in school-wide or community-based art showcases
- Research and encourage opportunities for student participation in, local, regional, and national art competitions and exhibitions.

#### Classroom & Studio Management

- Maintain a safe, organized, and inspiring ceramics studio, ensuring proper handling of materials and kiln operation
- Oversee art supply inventory; collaborate with the Creative Arts Department Chair on the ordering and budgeting for classroom materials.
- Implement effective classroom management strategies that create a positive, encouraging, and engaging learning environment

#### Departmental Collaboration & Cross-Disciplinary Projects

- Engage as an active member of the Creative Arts Department, contributing to a collaborative and supportive faculty culture.
- Seek opportunities to collaborate with faculty across disciplines, particularly with digital marketing (graphic design, mainstage show posters), theatre design (costumes, scenic painting, props, sewing, etc.), and other interdisciplinary projects (such as cross-departmental arts integration projects).
- Participate in department-wide initiatives, including ongoing curriculum review and new course development

#### Professional Development and Growth

- Complete AP Art training within the first year of employment
- Engage in ongoing professional development, both as an educator and as an artists, to stay current with trends in visual arts and arts education.
- Demonstrate a commitment to lifelong learning, and model creative exploration for students

#### QUALIFICATIONS & PREFERRED EXPERIENCE

- Bachelor's degree (BA/BFA) in Art, Art Education, or a related field required Master's degree (MA/MFA) preferred
- Experience teaching high school-level visual arts courses preferred
- Proficiency in digital photography tools, Adobe Creative Suite (Photoshop, Lightroom,) and other relevant software and graphic design methods preferred
- Prior experience with, or coursework in Arts Integration, STEAM, or other interdisciplinary and collaborative methods to foster learning through the arts is a plus.

- Experience with ceramics studio management, kiln operation, and pottery wheel instruction preferred
- Prior experience leading or supporting a high school yearbook publication process is a plus
- Strong interpersonal skills and a passion for building positive and supportive relationships with students
- A sense of humor, enthusiasm for creativity, and ability to inspire young artists
- Commitment to integrating the school's mission and values into the arts curriculum
- Excitement for collaboration, innovation, and supporting students in their artistic growth and personal development