

CLASSIFIED JOB DESCRIPTION

LEAD FINE ARTS PROGRAM DESIGNER

JOB SUMMARY:

Under supervision by the site administrator, directs efforts and trains artists in the implementation of creative arts goals. Coordinates artists' activities; represents the Magnet Program and serves on related committees throughout the District, County and state; and designs strategies for cross-curriculum activities.

ESSENTIAL JOB FUNCTIONS:

- Orders supplies.
- Researches themes, scripts, costumes, appropriate period, style, dance and decor for productions.
- Researches classroom units and Lesson Plan guides.
- Creates theme for year-long study -- grades K-6.
- Implements and creates thematic curriculum.
- Schedules and manages assembly schedules, art units and theater/space use.
- Budgets for production at-will employees and thematic art units.
- Conducts in services, workshops and visitations.
- Designs costumes, sound, and graphics for all productions.
- Leads assistants, visiting artists, parent and community volunteers in all thematic activities.
- Mentors special student projects, group activities and graduates of the Mentor program.
- Coordinates visiting artists' activities and with PTA/Parents on Production on school events.
- Acts as supervisor of Magnet Program in absence of principal and liaison to the community at large.
- Advises employment of short-term at-will employees to principal.
- Performs as art educator and as a resource to teachers and the community.
- Utilizes professional and educational contacts in the arts curriculum.
- Choreographs/stages productions.
- Supervises after-school arts activities related to all thematic activities.
- Strategies the marketing of the Magnet Program.
- Provides technical direction.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Recent experience of four years in related field work in area of specialty.
- Ability to follow District procedures; ability to assist in instruction and performance in specific areas of creative arts; provide workshops for site staff and parents; plan cooperatively with teachers.
- Knowledge of literacy, fine and performing arts, including sequential skills for students.

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- High school diploma or GED required. Preferably with two or more years of college coursework; formal training in art, music, dance, drama, mime, poetry and/or literature.

Classified Salary Schedule: Range 34

BOARD APPROVED: 9/19/97

REVISION DATES: 12/8/98

07/17/23

08/09/2023