

**CLASSIFIED JOB DESCRIPTION**

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**FINE ARTS PROGRAM DESIGNER**

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**JOB SUMMARY:**

Under supervision by the site administrator, performs duties assisting in the implementation of creative arts goals. Assists teachers in providing student activities in the creative arts, including dance, drama, music, art, mime, poetry and/or literature.

**ESSENTIAL JOB FUNCTIONS:**

- Orders supplies for Performing and Visual Arts Activities.
- Researches themes, scripts, appropriate period, style, art history, and decor for presentations.
- Researches classroom units and Lesson Plan guides.
- Develops the theme, classroom Visual Arts units and Lesson Plan guides.
- Implements and creates thematic arts curriculum.
- Schedules and manages assembly and performance schedules, art units in the classroom and theater/space use.
- Establishes budgets for productions, at-will employees, and thematic art units.
- Conducts inservices, workshops and visitations.
- Researches and designs scenery, galleries, graphics, lighting and props for productions.
- Constructs scenery for presentations.
- Mentors special student projects, group activities and graduates of the Magnet Arts program.
- Coordinates visiting artists' activities and with Parent/Teacher Association and PTA/POP's events.
- 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.
- Stages productions.
- Writes narratives and descriptive for thematic theme, gallery guides and visual arts objectives.
- Supervises after school arts activities.
- Strategizes the marketing of the Magnet Program.
- Provides technical direction for Performing and Visual Arts activities.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Four years of recent experience 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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Page 2

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

*Classified Salary Schedule: Range 33*

*BOARD APPROVED: 3/17/98*

*REVISION DATES: 7/17/23*

*08/09/2023*