

EXECUTIVE DIRECTOR: FINE ARTS

JOB STATUS: OPEN

POSTING NUMBER: 00068645

SCHOOL YEAR: 2026-2027

CALENDAR: District Support / Full Year [School Calendars](#)

CLOSING DATE: 06/14/2026 04:00 PM

POSTING NUMBER: 00068645

LOCATION: 022:FINE ARTS

POSITION TITLE: EXECUTIVE DIRECTOR: FINE ARTS

JOB DESCRIPTION:

Purpose: To provide instructional leadership, direction, management, instructional guidance and fiscal operation for the Fine Arts Department. Communicate with the Chief Academic Officer, Superintendent, and Board of Education on matters related to an equitable Fine Arts education for all APS students and ensures alignment with district, Board, and Superintendent's goals and supports the requirements of the Every Student Succeeds Act (ESSA).

ESSENTIAL FUNCTIONS:

Essential Functions. An individual in this role must be able to perform the following functions with or without reasonable accommodation:

- Complies with state-approved Code of Ethics of the Education Profession and upholds and enforces rules, administrative directives and regulations, school board policies, and local, state and federal regulations.
- Aligns preK-12 Fine Arts to integrate with District, Board, and Superintendent's goals and provides updates for APS Board of Education regarding programmatic and financial direction for preK-12 Fine Arts.
- Facilitates innovative system thinking and development of relevant teaching and learning practices to support The District Equity and Engagement Framework, Policy and Procedural Directive in Fine Arts classrooms.
- Completes the Fine Arts Education Act application and implement/monitor program goals in close communication with Executive Director of Budget and Strategic Planning and the Chief Academic Officer.
- Recommends changes in the organizational structure, the assignment of functional responsibilities and in the composition of staffs as may be necessary to accomplish Fine Arts department and program goals and objectives.
- Directs the continuous development and implementation of the District's comprehensive plan for preK-12 Fine Arts.
- Develops and monitors annual Fine Arts budget including all funding sources administered by the APS Education Foundation (trust fund and grants), capital monies, and activity funds to ensure compliance with NM PED.
- Develops APS policies, procedures, and systems of customized district support for identifying, supporting, sustaining, and evaluating new and existing innovative Fine Arts programs.
- Supervises and oversees Fine Arts Office procurement processes from various vendors for music and visual arts supplies, including budget and logistics regarding ordering and delivery processes.
- Identifies requirements for physical facilities and justification for building space, design, furnishings and equipment related to fine arts instruction as requested by Facilities Design & Construction staff and associated architects.
- Directs and plans professional development for preK-12 Fine Arts teachers, oversees implementation and assessment of the District's Fine Arts programs, including instructional effectiveness and program logistics.
- Collaborates with principals and other curriculum directors to hire, supervise, evaluate, and assure aligned Fine Arts programming (ESSA informed) and purchases across the district.
- Supports supervision and evaluation of visual art and music teachers and ensures Directors in the department do the same, including all observations, observation follow-up, monitoring of annual PDP process, as well as remediation and disciplinary action if needed.
- Supervises and evaluates Fine Arts Directors and office staff including guidance on program development and implementation, implementing and supervising professional development for all district Fine Arts staff, as well as professional growth plans, and disciplinary action if needed.
- Collaborates with the departments under the Chief Academic Officer, Mentor Program, Athletics, Capital Master Plan and Capital Fiscal, Maintenance and Operations and other departments, as needed, to ensure alignment of core arts standards and the department's mission statement.
- Works with other district personnel to budget and coordinate operational, capital, and grant purchases of art equipment and materials including instruments.
- Participates fully in the recruitment and hiring process for elementary art, music, dance and drama teacher positions, resource teacher positions, Fine Arts teachers 5th - 12th, and other Fine Arts administrators, and instructional and support personnel.
- Reviews and analyzes school level student assessment results and other evaluation measures to determine instructional program strengths and areas of program needs.
- Initiates revision of NM Core Arts Standards to align with state and national standards and initiatives and collaborates

with other curriculum Directors and supports the revision of all secondary course descriptions, class fee schedules, and other district instructional documents as needed.

- Supports extended learning time, including summer opportunities, by working with district personnel on the placement of qualified elementary art and music teachers and the ordering of supplies.
- Collaborates with arts-related community organizations, agencies, businesses and individuals on instructional programs and activities that enhance and expand the delivery of arts opportunities for students and staff.
- Contracts with appropriate personnel as needed for implementation of annual elementary and secondary district art exhibits, annual secondary drama festival and various district music festival events.
- Represents APS on arts-related community boards and committees, and in the promotion of arts-related community events related to APS students.
- Attends after-hours performances/art shows, etc. to provide support to APS students, teachers, families, and the APS community.
- Establishes and maintains open lines of communication with appropriate district staff, principals, students, parents and community members regarding Fine Arts education and serves as liaison between the district and local, state and federal agencies, university, colleges, the business community, parents, charters, private/non-private schools, interested groups and/or individuals regarding Fine Arts education.
- Participates in advocacy-related activities at the district, community, and state level; includes planning, writing, and disseminating news-related articles for the district.
- Models and articulates a value for professional learning and teamwork, and facilitates professional development for equity in Fine Arts programs and translation into practice.
- Prepares and maintains accurate and complete records and reports as required by law, state directives, district policy, and administrative regulations.
- Manages projects as assigned by the District Leadership.

PREFERRED KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE:

Preferred Knowledge, Skills & Abilities.

- Administrative and financial management experience in effectively operating multi-million-dollar budgets and programs
- Facilitation, mediation, and conflict resolution skills and experience.
- Exceptional communication skills, both written and verbal.
- Flexibility, organization, decision-making and problem-solving skills.
- Ability to meet deadlines, work on multiple projects and coordinate the work of others.

REQUIREMENTS:

Required Education, Licenses, Certifications, & Experience.

- Master's Degree in Music or Art Education, Education, or related field.
- Level Three B PreK-12 Administrative License.
- Minimum of two years of experience as a school administrator.
- Minimum ten years of experience as a practicing arts educator.

CONTACT INFORMATION:

Contact: Sheri Jett at / jett@aps.edu

APPLY TO:

www.aps.edu District Support application.

A cover letter specific to the position of interest, updated resume and any other supporting documents MUST be submitted prior to 4:00 PM on the closing date of the advertisement for the application to be considered complete.

ADDITIONAL INFO:

GRADE / LEVEL: DSE 17

SALARY:

DAYS: 256

HOURS:

START DATE: ASAP

[ADA Compliance](#)