Columbia Public Schools

Excellence in Education for *All* Students

Job Description

POSITION PROPERTIES

Position Title: Director of Fine Arts
Schedule / Grade: Salaried Support / 8
Job Code: 01DIRCT213
FLSA: Exempt
Calendar: ADSUP-S
Benefits: Eligible (Retirees not Eligible)
Contract Type: ADMIN
Bargaining Unit: None
Revised Date: 10/23/2026

PURPOSE

The Columbia Public School District is seeking a director to lead the system wide coordination and articulation of the Fine Arts Program, encompassing instrumental music (band and orchestra), vocal music, visual art, and theatrical arts. The director will work collaboratively with administrators and teachers to support quality curriculum and program implementation through professional learning, consultation and resource acquisition.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Provides leadership in developing a continuous program of curriculum development and improvement
- Assists in the development and implementation of a continuous philosophy in the subject areas assigned
- Works with teachers and administrators in the development of instructional goals
- Aids as a consultant in the improvement of instruction
- Assists teachers in utilizing effective instructional practices
- Organizes and develops in service/staff development activities which focus on improving instruction
- Writes proposals for grants and participates in their implementation.
- Coordinates the purchase and distribution of equipment and materials
- Prepares the departmental budget requests and monitors expenditure
- Works with teacher committees in planning and developing specific programs, selecting appropriate instructional materials, and maintaining curriculum guides
- Develops and maintains a resource center for teachers
- Assists the district administration and principals in evaluating the curricular program

- Interprets the curricular program to all segments of the community and Partners in Education
- Management of community partnerships and collaborations
- Transportation as related to fine arts events and needs
- Manages MSHSAA needs related to co-curricular activities
- Group Educational Travel
- Recruitment and retention across all fine arts courses to maintain consistent teacher quality and vision across the district

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on polices, regulations and values, visit http://www.cpsk12.org

REPORTING RELATIONSHIPS

Reports To: Executive Director of Curriculum and Instruction

Supervises: 4 Fine Arts Secretaries and approximately 125 fine arts teachers (currently across the 3 disciplines art, music, theater - prek-12); Administrate all fine arts related stipends and activities including speech and debate.

QUALIFICATIONS

Minimum: Master's degree in education, Fine Arts or related field. Missouri teaching certificate in Fine Arts. Evidence of successful experience as a classroom teacher and as a teacher leader.

Preferred: Specialist or doctorate degree. Leadership in curriculum development, instructional techniques and innovation, and budget management.

Ideal: An ideal candidate will have experience teaching fine arts in multiple grades, leading and supervising colleagues, and a solid understanding of fine arts content area, pedagogical practices, and curriculum development to ensure high level engagement and achievement for all students.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Read and interpret documents such as instructions and procedure manuals; Write reports and correspondence; Answer telephone calls and direct callers to appropriate personnel; Demonstrate strong listening skills; Demonstrate strong written and oral communication skills; Present information to teachers, staff, other administrators, families, and the Board of Education; Keep information confidential when required by law, policy, or the nature of a situation.

Reasoning: Interpret instructions furnished in written, oral, diagram or schedule form; Solve problems when such problems have a variety of concrete variables. Manage multiple tasks simultaneously.

Technology: Demonstrate strong computer skills including word processing and working with spreadsheets and databases; understand and submit online reports; Learn new systems and software.

Other Skills: Demonstrate interpersonal skills and ability to work closely with a variety of staff members; Safeguard confidential information. Be a self-starter and work independently.

Physical Demands: While performing the duties of this position, an employee is regularly required to move about, talk, and hear; Close vision ability to look at a computer screen for long periods of time is required.

Attendance: Consistent and regular attendance is an essential function of this position.

Conditions and Environment: The work environment is consistent with a typical office environment; at times, many staff members may be present and speaking simultaneously.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer