



Position Description

Director of Arts & Wellness

*Salary Level: **Based on Experience***

Prepared Date: April 22, 2023

*Contract/Benefits: **based on Act 93 Agreement***

*Prepared by: **Dr. Michael Q. Roth, Chief Academic Officer and Deputy Superintendent***

*Department or Area: **Learning & Teaching***

*Approved By: **Dr. Carol D. Birks, Superintendent***

*Reports To: **Executive Director of Learning & Teaching***

Qualifications:

- A Master's Degree in the area(s) of Supervisory or Curriculum and Supervision
- A bachelor's in education and/or other related arts field of study and hold a valid and current Pennsylvania Instructional II Elementary or Secondary Teaching Certificate.
- A minimum of five (5) years of successful teaching experience and three (3) years of administrative experience including a combination of school-level and district-level.
- Satisfactory work record & criminal/child abuse clearances (Acts 34, 114, and 151).
- In-depth and specific knowledge in content, curriculum, instruction, and assessment at the elementary and secondary levels related to arts, music, performing arts, health/physical education, world languages, and other related fields.
- Recent experience in planning and administering school-wide and/or district-wide professional development, preferred.
- Excellent interpersonal, problem-solving, organizational, and communication skills
- A valid and current operator's license for a motor vehicle and have access to an operable vehicle for traveling within and outside the district.
- Such alternatives to the above qualifications as the Board may determine.

Summary

The Director of Arts & Wellness will create a vision for enrichment of a comprehensive enrichment program. This is an opportunity for a leader with broad interests and skills in team building, academics, arts (dance, theatre, physical education, art, world languages), athletics, and maker's spaces creation and implementation. The Director of Core Enrichment will provide academic enrichment programs, professional development, and support to teachers to integrate the enrichment into core curriculum.

Essential Duties and Responsibilities

- Provides knowledge and understanding of the PDE Standards Aligned System (SAS), Higher Order Thinking, and Formative Assessment.
- Provides leadership for ongoing and proposed curriculum projects for K-12 in the arts and world languages.
- Collaborates with the Executive Director of Professional Learning to provide professional development for related arts specialists and world language teachers.
- Recommends ways in which the curriculum can be adjusted and integrated in support of district goals and Strategic Framework.
- Demonstrates knowledge and use of a rich array of instructional approaches, resources, and technologies in instruction.

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- Build and coordinate an academic enrichment program that utilizes the school's existing data and coordinates large and small group enrichment opportunities.
 - Engages in research related to curriculum development and curriculum evaluation.
 - Carry out strategic planning in developing new projects and initiatives in related arts content areas.
 - Assists in the planning and implementation of staff, community, and parent meetings at district and building levels related to arts education.
 - Assists with scheduling and evaluation of related arts specialists.
 - Plan and organize activities and projects provided by a range of organizations in the arts sector.
 - Provides leadership for the development and implementation of curriculum, including the preparation of curriculum guides and other instructional materials.
 - Provides leadership in the planning of workshops, performances and in-service programs at the district and building level.
 - Provides leadership in the organization and management of district and community performances and events for Allentown School District students.
 - Developing and managing all course offerings and programming that supports the mission and vision of the Allentown School District.
 - Maintains a collaborative working relationship with state and local education agencies.
 - Participates on higher education, business, and community education advisory committees.
 - Coordinates with community arts organizations for partnerships and services for students.
 - Performs other duties as assigned by the immediate supervisor.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Responds to parent/community requests for service and assistance; Meets commitments made to parents and the community; Maintains confidentiality; Listens to others without interrupting; Shows reasonable control of personal emotions; Exhibits objectivity and openness to the views of others; Speaks clearly and persuasively in positive or negative situations; Listens and solicits clarification; Responds appropriately to questions; Demonstrates group presentation skills; Writes clearly and effectively; Edits work for spelling and grammar; Varies writing style to meet needs of the audience; Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building positive morale; Puts success of faculty and staff above own interests and recognition

Leadership Skills

Provides vision and inspiration to peers and subordinates; Displays passion and optimism; Develops workable implementation plans; Communicates changes effectively; Prepares and supports those affected by change; Monitors transition and evaluates results; Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Includes faculty and staff in planning and decision-making; Takes responsibility for the performance of faculty and staff; Makes self accessible to faculty, staff, and students; Provides regular performance feedback to faculty and staff; Develops the skills of faculty and staff and encourages growth; Continually works to improve supervisory skills; Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Fosters a focus on quality in others; Observes safety and security procedures when appropriate; Determines appropriate action beyond safety and security guidelines; Identifies and resolves problems in a timely manner; Gathers and analyzes facts relating to the problem skillfully; Develops alternative solutions;.

Organizational Skills

Works within approved budget; Conserves district/school resources; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Develops strategies

to achieve district/school goals; Aligns work with strategic goals.

Personal Competencies

Displays willingness to make decisions; Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; Makes timely decisions; Treats people with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Sets and achieves challenging personal goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals; Prioritizes and plans work activities; Uses time efficiently; Treats others with respect regardless of their status or position; Accepts responsibility for own actions; Applies supervisor feedback to improve performance; Monitors own work to ensure quality; Follows instructions, responds to supervisory direction; Takes responsibility for own actions.

Physical Demands

The physical demands described here are representative of those that must be met by an administrator to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the administrator is regularly required to talk or hear. The administrator is frequently required to walk, climb stairs, bend, and lift. The administrator is required to use hands to fingers or handle documents, telephone, etc. The administrator is occasionally required to stand; sit and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Evaluation

The person filling this position will be evaluated according to the evaluation procedure adopted by the Allentown School District.

Reviewed and read by: _____ Date: _____
Individual serving in this position