



## *Alvin Independent School District—Job Description*

**Job Title:** Director of Fine Arts

**Wage/Hour Status:** Exempt

**Reports to:** Assoc. Super. of Teaching/Student Learning

**Pay Grade:** AP PG9/12 mo.

**Dept./School:** Academics/Administration

**Date Revised:** August 2022

### **Primary Purpose:**

Responsible for coordinating the administration, budget, evaluation, and improvement of the instructional and extra-curricular programs for elementary and secondary general music, vocal music, instrumental music, art, theater arts, and dance, including UIL activities related to the fine arts program.

### **Qualifications:**

#### **Education/Certification:**

Master's Degree

Mid-Management Certificate or Principal Standard Certificate, preferred

Certified appraiser in T-TESS, preferred

#### **Special Knowledge/Skills:**

Working knowledge of fine arts curriculum and instruction

Ability to evaluate instructional programs and teaching effectiveness

Strong organizational, communication and interpersonal skills

Ability to develop and manage programs and budget knowledge

Demonstrated supervisory experiences and leadership abilities

#### **Experience:**

Five years successful fine arts teaching experience, preferred

Minimum two years supervisory experience

Such alternatives to the above as the Board may find appropriate

### **Major Responsibilities and Duties:**

#### **Instructional and Program Management**

1. Direct the development, evaluation, revision and alignment of fine arts curriculum K-12 in the areas of instrumental music, vocal music, visual art, drama/theater and non-athletic extracurricular activities.
2. Serve as the District contact on all non-athletic, extracurricular matters.
3. Direct, organize and coordinate the development of new and/or innovative fine arts programs for the District.
4. Work with all fine arts teachers and non-athletic extracurricular activities sponsors on educational and administrative procedural needs of their programs.



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5. Monitor and re-evaluate fine arts programs on an ongoing basis using input from teachers and principals, applied research, and student data to determine effectiveness and improve outcomes.
6. Develop and maintain an inventory of all fine arts equipment for each school in the District.
7. Assist in making travel arrangements for all fine arts and non-athletic student groups, as required.
8. Plan and manage District-wide fine arts and non-athletic extracurricular activities.
9. Plan and implement staff development, clinics and staff meetings for fine arts, teacher that support and improves instructional programs, incorporates input from teachers and principals, and is consistent with the district's mission.
10. Review and evaluate latest developments in the fine arts curriculum.
11. Attend performances of all district fine arts groups at UIL competitions.

### **Policy, Reports, and Law**

12. Enforce all state policies governing extracurricular events and participation.
13. Implement the policies established by federal and state law, State Board of Education rule, and local board policy.
14. Compile, maintain, and present all physical and computerized reports, records and other documents required.

### **Budget**

15. Work with supervisor and business office regarding fine arts budgets, purchasing and scheduling.
16. Develop and monitor all extracurricular budgets in the fine arts and non-athletic extracurricular areas.
17. Prepare specifications for fine arts bids and supervise the purchase of fine arts materials and equipment.

### **Personnel Management**

18. Assist with recruitment, selection and training of personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline and dismissal.
19. Assist with the implementation of the designated teacher appraisal system.

### **Community Relations**

20. Demonstrate use of appropriate and effective techniques to encourage community and parent involvement.



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- 21. Articulate the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing the district's mission.
- 22. Demonstrate an awareness of district - community needs and initiate activities to meet those needs.
- 23. The employee is expected to adhere to district employee/department/campus handbooks, board policies, AISD procedures, the Texas Educator's Code of Ethics and all applicable laws.
- 24. Other duties as assigned.

**Supervisory Responsibilities:**

Supervise and evaluate the performance of support staff in the fine arts department.

**Equipment Used:**

Personal computer, scanner, copier, and audio-visual equipment

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Reading; ability to communicate effectively (verbal); maintain emotional control under stress. Readily adapt to a variety of circumstances. Frequent standing; stooping; bending; kneeling; pushing and pulling; regular heavy lifting (45 lbs. or more). Frequent district wide and occasional statewide travel; occasional prolonged and irregular hours. Biological exposure to bacterial and communicable diseases.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

I have read and understand the responsibilities and duties required for this position as outlined above

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Printed Name

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Signature



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Date