



Instructional Specialist for Fine & Performing Arts
Terms of Employment: 12-month

Exemption Status: Exempt

Salary: \$73,456 - \$99,793
EACC A2 – A2D Scale Grade: ISPE

EDUCATION, EXPERIENCE AND QUALIFICATIONS:

- Bachelor’s Degree in Music, Art, or Theatre Education.
- Master’s degree in Education, Curriculum, or Administration/Supervision.
- Minimum of five (5) years of successful teaching experience.
- Minimum of two (2) years of experience in related leadership role.
- Knowledge and experience with current instructional technologies.
- Knowledge of data application systems such Excel and Synergy.
- Experience in coordinating and providing in-service training, mentoring, and/or assistance to staff and community.
- Evidence of exemplary organizational and human relation skills.
- Evidence of excellent communication skills, both oral and written.
- Evidence of active participation in professional growth activities.
- Ability to set goals, meet deadlines and work independently.
- Ability to collaborate effectively with others. **ESSENTIAL JOB FUNCTIONS:**

- Work with school-based administrators to more effectively support Fine and Performing Arts teachers.
- Provide support to discipline area teachers (general music, band, chorus, strings, art, etc.) by helping ensure uniform implementation of curriculum, objectives, standards, and instructional techniques at all schools.
- Coordinate curriculum writing and revise/write curriculum when appropriate for all Fine and Performing Arts courses.
- Have excellent working knowledge of and ability to utilize Garage Band or similar music recording software.

INSTRUCTIONAL SPECIALIST FOR FINE AND PERFORMING ARTS 12 MONTHS

- Oversee the utilization of county-wide data on student participation and achievement in the arts to promote student growth and participation.
- Assist with the coordination and development of the new High School Dance program.
- Coordinate with the Content Specialist for Fine and Performing Arts and Lead Teachers in the planning and implementation of all county-wide Fine and Performing Arts events that support student achievement in the arts.
- Coordinate and plan content sessions.
- Provide support and mentorship for non-tenured fine arts teachers.
- Coordinate the development and approval of MSDE CPD Credit courses specific to Fine and Performing Arts teachers.
- Assist with the management of multiple funding sources.
- Assist with prioritizing and purchasing of equipment and resources for all Fine and Performing Arts teachers.
- Other duties as assigned.
- Reports to the Deputy Superintendent.

ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however, this may be the only notice for this position during the noted advertisement period.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessler, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 coordinator (employees/ adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

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