



BHSD38 JOB DESCRIPTION

GRAPHIC ARTS/DIGITAL ART

Position Title: Graphic Arts/Digital Art (elective class within BHMS)

Department: Elementary/Middle School Teacher

Licensure: Bachelor’s degree in Fine Arts; Concentration – Graphic Arts
Master’s degree in Fine Arts preferred. Concentration – Graphic Arts
Bachelor’s Degree in Graphic Arts – Education Certification
Preferred: Two years’ work experience as an Art Teacher or Graphic Artist

Endorsement:

Classification: Certified

Reports To: Building Administration

Supervisory Responsibilities: N/A

Position:

Approved by:

Date:

Job Summary:

The Graphic Art Teacher will be responsible for developing in each student an interest in and the ability for creative graphics expression in visual terms, using skills and techniques of artistic expression consistent with National Art Education Association (NAEA) standards; to develop aesthetic understandings and appreciations; to discover and develop talents of students in the field of graphic art.

Duties and Responsibilities

The criterion indicated below are intended to describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

Planning, Preparation and instruction

- Teach knowledge and skills in art, including, creating, presenting, responding and connection.
- Provide instruction by which students develop aesthetic concepts and appreciations and the ability to make qualitative judgements about art.
- Demonstrate techniques in activities such as design and composition in graphic media.
- Knows and can apply elements of design and modern principles of art.
- Provide individual and small-group instruction to adapt the curriculum to the needs of students with varying intellectual and artistic abilities, and to accommodate a variety of instructional activities.
- Instruct students in proper care and use of tools and equipment in graphics lab.
- Organize storage areas and control use of materials, equipment, and tools to prevent loss or abuse, and to minimize time required for distribution and collection.
- Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities.
- Participate in curriculum and other developmental programs in collaboration with other electives teachers.

Classroom Environment/Management

- Ensures that student conduct conforms to the school's standards and school district policies, and established and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
- Organizes and maintains a system for accurate and complete record-keeping, grading, and reporting for all student activities, achievement and attendance as required by district procedures and applicable laws.
- Travels to school district buildings and professional meetings as required.

Communication

- Evaluates each pupil's performance and growth in knowledge and aesthetic understandings, and prepare feedback for growth through conversations.
- Plans and presents art displays and exhibitions designed to exhibit pupils' work for the school and the community. May sponsor exhibits from outside.
- Communicate with parents and school counselors on pupil progress.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.
- Coordinates with other school professional staff members, especially within grade level, and participates in faculty meetings and committees.
- Ability to engage in self-evaluation with regard to performance and professional growth.

- Ability to establish and maintain cooperative working relationships with others contracted in the course of work.

Technology

- Use standard office equipment such as: personal computers, printer, copy and fax machines and telephone.
- Ability to use computer network and software applications as needed.

Accountability

Term of Employment

As per school calendar as required by the State Board of Education and approved by the School Board.

Salary

To be established by the School Board.

Evaluation

Performance of this job will be evaluated in accordance with the provisions of the negotiated agreement between the School Board and Teacher's Association and the Board's policy on evaluation of professional personnel.

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