

ASSISTANT DIRECTOR, FINE ARTS

Rev. November 2025

Job No.:

Reports to: Director of Fine Arts

Dept./Campus: Fine Arts

FT FLSA Status: Exempt

Pay Grade: 204

Term: 226 Days

PRIMARY PURPOSE

To assist in the direction of all LISD Fine Arts programs. Work with the Fine Arts Director to provide each student an opportunity to participate in Fine Arts. Ensure compliance with all state, University Interscholastic League (UIL), and local requirements. Assist the Director of Fine Arts with coordinating the administration, evaluation, and improvement of the instructional and extra-curricular programs for elementary and secondary general music, vocal music, instrumental music, art, theatre arts, and dance, including UIL activities related to the fine arts program.

ADMINISTRATOR COMPETENCIES

- **Creative Visionary** who is passionately focused on affecting change and has the ability to merge data and fact with intuition, imagination, and innovation in an effort to realize the possibilities rather than be content with the probabilities.
- **Dedicated Professional** who creates a supportive environment by modeling and expecting autonomy and accountability; who exemplifies ethics; who accepts and values the differences of others, exhibits empathy, and who has a sense of human wisdom, courage and compassion.
- **Inspiring Catalyst** who motivates and empowers others to become leaders and risk takers, and who acknowledges expertise, celebrates successes, and honors the lives of others.
- **Life-long Learner** who perpetuates self-motivated learning, and effectively drives transformation with continuous monitoring, evaluating, and adjusting.

MAJOR RESPONSIBILITIES AND DUTIES

- Assist in providing educational leadership for fine arts programs, including focus on group and individual performance; clear procedures with consistent and fair application of policies and regulations; vertical and horizontal articulation of skills and content sequence; effective and efficient utilization of resources; and coordination of services.
- Ensure that fine arts instruction and student progress is evaluated on a regular, systematic basis, follows all curricular statutes and requirements and use the findings to make the fine arts program more effective.
- Encourage excellence in artistic and educational standards for fine arts staff and students.
- Demonstrate support for the district' student management policies and expected student behavior related to programs.
- Contribute to the recommendation of sound policies directed toward program improvement.
- Serve as an educational and artistic resource for fine arts faculty.
- Serve as an educational resource for other administrators in LISD in matters pertaining to Fine Arts.
- Assist in creating and arranging staff development, workshops, clinics, and other professional development for fine arts staff.
- Assist Fine Arts staff with classroom/rehearsal techniques and management of staff.
- Represent LISD at fine arts events.
- Maintain an inventory system for Fine Arts staff to use for fine arts equipment and instruments.
- Facilitate fine arts faculty sessions for district business.
- Encourage and support student performances, exhibits, and other displays of student work.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

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- Assist to approve new courses, course substitutions, and dual credit in fine arts.
- Engage instructional staff in evaluating and selecting instructional tools and materials to meet student learning needs.
- Assist in ensuring programs are cost effective and budgets are managed prudently.
- Cultivate relationships with community groups and business partners and demonstrate excellent teamwork with campus and department staff to foster community-engagement, while seeking new opportunities to partner within the community.
- Administer, coordinate, and recommend policy for improving quality and excellence of programs and activities that are designed to promote the health, safety, and well-being of students in elementary schools and secondary schools.
- Assist to determine PAC scheduling procedure and set performance calendars for all PAC's.
- Establish and maintain community outreach opportunities.
- Address community and parent involvement/engagement issues.
- Establish and maintain open lines of communication with parents, staff, administrators, and community members.
- Assist to ensure that all LISD, UIL, and state policies and procedures are communicated and followed by district and campus fine arts staff.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Fine Arts staff as required.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree in education, fine arts, or related field. Master's degree preferred.
- Valid Texas teaching certificate with physical education endorsement preferred.
- Progressively responsible teaching experience. Supervisory experience required.

Knowledge/Skills/Abilities:

- Knowledge of the overall operations of an education program; state and local policies; and budget and personal management.
- Skill in communication; public relations; and interpersonal relations.
- Ability to evaluate instruction programs and teaching effectiveness; develop and deliver training to adult learners; demonstrate behavior that is professional, ethical, and responsible; and deal sensitively and fairly with persons from diverse cultural backgrounds.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.

- Ability to understand complex problems and to collaborate and explore alternative solutions.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.
- Ability to communicate with individuals utilizing a telephone, computer or other electronic device.
- Ability to compose material such as detailed reports, work-related manuals, publications of limited scope or impact and to make presentations outside of the immediate work area.
- Ability to compute, analyze and interpret numerical data for reporting purposes.
- Ability to make information presentations, inside and outside the organization.
- Ability to work in fast-paced, multi-priority environment.
- Ability to handle difficult conversations and deescalate employees, staff, and parents.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- May work prolonged or irregular hours.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.