

## Pflugerville Independent School District - Job Description

<b>Job Title/Position:</b>	Fine Arts Coordinator	<b>Department/School:</b>	Fine Arts
<b>Pay Information:</b>	Educational Leadership Compensation Plan	<b>Supervised By:</b>	Director, Fine Arts
<b>FLSA:</b>	Exempt	<b>Date Revised:</b>	January 2020

### Primary Purpose:

Provide collaborative coordination and support in the development and implementation of curriculum and assessments, staff development, and guidelines related to extra-curricular activities associated with assigned area(s).

### Minimum Qualifications (Experience/Education/Certification):

Bachelor's degree; five years successful teaching experience in area of assignment.

### Major Responsibilities:

1. Develop, promote, plan, and support fine arts curriculum and instructional programs.
2. Consult with teachers, principals, staff, and appropriate committees regarding curriculum development, instructional materials, classroom resources, assessment tools, and the implementation of programs in grades K-12. Coordinate the activities of the instructional materials adoption process.
3. Monitor instructional processes systematically and continuously to verify that program activities are keyed to producing desired program outcomes and recognition of program's success.
4. Evaluate and recommend improvement in the purposes, designs, materials, and implementation of the instructional and extra-curricular programs. Develop evaluation instruments to guide program improvement and to monitor student progress. Use evaluation data for program improvement.
5. Encourage and support development of innovative instructional programs, helping teachers to pilot such efforts when appropriate.
6. Assist teachers in designing quality learning experiences for all students. Recognize and reinforce excellence.
7. Encourage, organize, and administer subject area competitions. Promote a positive, caring climate for learning.
8. Promote collaborative teaming by working with faculty and encouraging student-parent input to develop a more positive school climate.
9. Focus specific subject area curriculum toward accomplishing the district's mission and goals. Participate in the selection process of potential candidates in the area of specialization. Demonstrate skill in coaching staff and peers.
10. Provide technical assistance to the instructional staff concerning the teaching and learning process through conferencing and staff development sessions.
11. Secure consultants, specialists, materials, and other community resources to assist in meeting program goals.
12. Provide technical guidance in the design of instructional and support spaces under development or renovation to ensure that program needs are met by these facilities.
13. Serve as liaison between the campuses and with the Texas Education Agency, and other relevant professional organizations.
14. Employ effective interpersonal skills. Collaborate with principals, teachers, and parents to coordinate a strong fine arts program.
15. Report to the Director of Fine Arts the status of performance related to responsibilities.
16. Contribute to the development of budgets by submitting cost estimates based upon documented program needs.
17. Take the initiative to develop professional skills appropriate to job assignments.
18. Follow all rules, regulations, and policies of PFISD and follow directives from superiors. Follow attendance policy as assigned by supervisor.
19. Follow Educator Code of Conduct & all policies, procedures, laws, and State/Federal regulations.
20. Perform other duties as assigned.

### Special Knowledge/Skills:

- Comprehensive understanding and working knowledge of curriculum, instruction, and technology in the areas of responsibility.
- Knowledge of instructional program evaluation and evaluation of teacher effectiveness
- Ability to interpret policy, procedures, and data.
- Skills in organization, communication, public relations
- Effective oral and written communication skills
- Ability to utilize appropriate technology software, equipment, and devices.
- Ability to monitor and balance multiple tasks

### Supervisory Responsibilities:

None

### Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Mental Demands: Ability to communicate effectively (verbal and written); maintain emotional control under stress. Physical Demands/Environmental Factors: Frequent districtwide and /or statewide travel; occasional prolonged and irregular hours. Work with frequent interruptions. Frequent standing, stooping, bending, kneeling, pushing and pulling. Prolonged use of computer and repetitive hand motions. Occasional lifting up to 50 pounds.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Printed Name: \_\_\_\_\_