



Job Description

Position Title:	Fine Arts Coordinator
Job Title:	Fine Arts Coordinator, I
Function:	Academic Support
Family:	Curriculum Planning

Reports to:	Senior Executive Director – Fine Arts	Pay Grade:	E17
Terms of Employment:	<ul style="list-style-type: none"> 230 days per year. Non-Chapter 21 employment agreement. Salary is in the pay grade E17 on the Exempt SAISD Compensation Plan. Entry salary is at \$69,460.00 with consideration for directly related experience. 	FLSA Classification:	Exempt
Funding Source:	This position is locally funded		

Job Scope

Uses significant independent judgment and familiarity of the field to perform work. May be responsible for administration of various moderate and high complexity departmental programs and may be the lead of a group of employees. May develop policies and procedures and oversee the implementation and execution of them.

Position Summary

To provide curricular leadership and instructional support to Theatre teachers and to improve the effectiveness of the implementation of the Theatre programs throughout the district.

Essential Functions / Key Responsibilities

1. Coordinate, research, and evaluate the instructional programs in theatre.
2. Coordinate and review the selection of instructional materials and supplies in theatre.
3. Plan, coordinate, facilitate and/or conduct staff development sessions and in-service workshops in theatre
4. Plan, coordinate, facilitate and/or conduct district-wide events and activities in theatre including but not exclusive to SAISD Student Theatre Conference, the Pre-UIL/UIL OAP, Assessment/Contests, and the SAISD Musical Theatre and Camp.
5. Plan, coordinate, communicate, and facilitate the implementation of new instructional programs in theatre.
6. Plan, coordinate, communicate, and facilitate the development of curriculum documents and related materials in theatre
7. Maintain current knowledge of UIL standards, rules, and regulations in theatre; communicate this information to theatre faculty on a regular basis
8. Work with campus administration on theatre and teachers in need of assistance
9. Monitor the distribution of instructional funds for theatre programs
10. Assist in the development of the annual budgets for theatre
11. Serve as liaison between the district and the professional theatre communities, encouraging and facilitating a variety of enrichment opportunities for district students



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12. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Bachelor's degree in Fine Arts from an accredited college or university or 4 years equivalent experience.
- 5+ years of experience in Theatre
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

Preferred Requirements

- Master's degree in Fine Arts from an accredited college or university.
- Valid Texas Principal Certificate (required within one year of accepting the position)

Knowledge, Skills & Abilities

- Demonstrated communication skills, both oral and written
- Demonstrated organizational skills
- Demonstrated human relations skills
- Management style compatible with the position
- Knowledge of the Texas Essential Knowledge and Skills
- Knowledge of the curriculum in theatre
- Knowledge of standard theatre facilities, supplies, and materials
- Knowledge of UIL Theatre rules and regulations
- Knowledge of learning theories
- Knowledge of current best practices in technology
- Ability to demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student-centered environment
- Leadership role in curriculum development, best instructional practices and district-wide theater programs.

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Supervisory Responsibilities / Direct Reports



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- None

It is the policy of San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation or disability in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and SAISD's board policies DIA, FFH, and FFI.

Employee Signature: _____ Date: _____