



Job Title: Director of Fine Arts

Exemption Status/Test: Exempt/Administrator
in an Educational Establishment

Reports to: CAO & Principal

Date Revised: March 2026

Dept./School: Assigned Campus and Level

Primary Purpose:

The Director of Fine Arts provides vision, leadership, and strategic direction for the district's fine arts programs, including theater and related disciplines. This position oversees program development, staff supervision, curriculum alignment, facilities management, and community engagement. The Director ensures high-quality instruction, program growth, brand consistency, and competitive excellence aligned with district goals.

Qualifications:

Education/Certification:

Bachelor's degree in Fine Arts, Theatre, Music, Art Education, or related field (Master's preferred)
Valid state teaching certification in appropriate fine arts field
Administrative certification preferred (or willingness to obtain)

Special Knowledge/Skills:

Knowledge of fine arts programs
Ability to interpret data and evaluate instructional programs and teaching effectiveness
Ability to manage budget and personnel
Ability to implement policy and procedures
Strong communication, public relations, and interpersonal skills

Experience:

Three years experience as a fine arts teacher
Three years experience in leadership role preferred
Theatre experience preferred
Experience in program leadership, production management, and staff supervision preferred

Major Responsibilities and Duties:

Instructional and Program Management

1. Oversee the development and delivery of fine arts programs that incorporate district goals and support student achievement.
2. Monitor and reevaluate fine arts programs on an ongoing basis using input from teachers and principals, applied research, and student data to determine effectiveness and improve outcomes. Recommend changes and adjustments to the program where appropriate to meet student needs.

3. Encourage and support student performances, exhibits, and other displays of student work.
4. Ensure that the necessary time, resources, materials, and technology to support accomplishment of educational goals are available.
5. Participate in the district-level decision-making process to establish and review the district's goals and objectives related to instructional programs.
6. Engage instructional staff in evaluating and selecting instructional tools and materials to meet student learning needs.
7. Actively support the efforts of others to achieve district goals and objectives and campus performance objectives (academic excellence indicators).
8. Plan and provide staff development for fine arts teachers that supports instructional programs, incorporates input from teachers and principals, and is consistent with the district's mission.
9. Observe classroom instruction and provide feedback and assistance to fine arts teachers to facilitate instructional improvement and innovation. Participate in implementing the designated teacher appraisal system.
10. Engage in the design of Fine Arts facilities and programming development.
11. Oversee after school enrichment programs for K-8 students through a 21st century grant.

Faculty & Staff Management

12. Provide oversight of fine arts personnel in cooperation with campus principals.
13. Assist principals with hiring recommendations, staffing allocations, and performance feedback.
14. Support evaluation processes and goal setting for fine arts teachers.
15. Facilitate regular department meetings and collaborative planning sessions.

Programmatic Highlights & Showcase Events

16. Plan and oversee districtwide fine arts showcase events, performances, exhibitions, and seasonal productions.
17. Coordinate programmatic highlights that celebrate student achievement and increase community engagement.
18. Ensure high production quality and consistency across events.

Recognition & Competitive Endeavors

19. Lead and coordinate participation in competitions, festivals, and adjudicated events.
20. Promote excellence in performance and academic achievement through awards and recognitions.
21. Track and publicize student and program achievements at local, state, and national levels.

Visual Identity & Brand Management

22. Maintain consistency in program branding, colors, logos, promotional materials, and public representation.
23. Collaborate with district communications staff to ensure cohesive messaging and visual identity.
24. Support marketing initiatives to elevate the profile of the Fine Arts program.

Bond Planning & Execution

25. Collaborate in long-range facilities planning, including bond development related to fine arts spaces and equipment.
26. Provide expertise on theater design, acoustics, technical equipment, and performance spaces.

27. Assist in execution and implementation of bond-funded fine arts projects.

Facilities & Logistics

- 28. Oversee management and scheduling of the district Multipurpose Center and/or performance venues.
- 29. Ensure proper maintenance, safety compliance, and operational readiness of performance spaces.
- 30. Provide logistical support for events including technical coordination, staffing, scheduling, and vendor collaboration.

Community & Stakeholder Engagement

- 31. Collaborate with Parent-Teacher Associations (PTAs) and booster organizations to support fine arts initiatives.
- 32. Foster partnerships with community arts organizations and higher education institutions.
- 33. Promote family and community involvement in fine arts programming.

Policy, Reports, and Law

- 34. Implement the policies established by federal and state law, State Board of Education rule, and local board policy.
- 35. Compile, maintain, and file all reports, records, and other documents as required.

Budget

- 36. Develop and administer a fine arts department budget based on documented program needs and ensure that operations are cost effective and funds are managed prudently.

Communication

- 37. Establish and maintain a professional relationship and open communication with principals, teachers, staff, parents, and community members.

Mental Demands/Physical Demands/Environmental Factors:

- Tools/Equipment Used: Standard office equipment including personal computer and peripherals
- Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
- Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching
- Lifting: Occasional light lifting and carrying (less than 15 pounds)
- Environment: Frequent districtwide travel; occasional statewide travel
- Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____