

# United Independent School District

## Department of Human Resources

### DIRECTOR OF FINE ARTS

#### Fine Arts Department

**Primary Purpose:**

Provide leadership, direction, coordination, and oversight for the district's Fine Arts programs, including music, visual arts, theatre arts, dance, and related extracurricular programs, in alignment with district goals, student achievement initiatives, and community engagement efforts. Work collaboratively with campus and district administrators to promote high-quality Fine Arts instruction and programming across the district.

**Educational Qualifications:**

- Master's Degree
- Texas Teacher Certification
- A minimum of ten (10) years of experience as a teacher in Fine Arts and/or administrator or central office administrator
- Experience in supervising staff and managing budget preferred
- Ability to communicate effectively orally and in writing

**Major Responsibilities and Duties:**

1. Develop and implement a districtwide Fine Arts strategic plan aligned with district priorities
2. Assist in developing and implementing fine arts programs across the district that will enhance and promote the school's mission.
3. Assist in developing and implementing fine arts programs across the district that will enhance and promote the school's mission.
4. Promote Fine Arts programs, student accomplishments, performances, and community engagement initiatives
5. Set a calendar for performing and visual arts events district wide. Coordinate district-wide performance presentations, secondary choral festivals, band festivals, elementary honor choirs, pre-U.I.L. evaluation performances for band, choir, and theatre arts. Also, coordinate and establish an art festival or an art show district-wide.
6. Provide service to the community by having performing arts groups perform for local community related events and promote the visual arts through art displays in the district and community.
7. Be available upon request of the campus principal to evaluate the instructional content in each area of fine arts.
8. Work with the staff to develop and implement a curriculum in Band, Choir, Orchestra, Art, Theatre Arts and Dance, using the newly adopted Texas Essential Knowledge Skills.
9. Supervise all fine arts programs by observing instruction in the classroom.
10. Work with appropriate district staff to plan, implement and evaluate a staff development program for fine arts teachers.
11. Assist administrative personnel in interviewing, selecting, and orienting new fine arts staff members.
12. Advise band, string, and choir directors to read, know, and follow all U.I.L., T.E.A., and T.M.E.A. rules and guidelines.
13. Promote UIL and TMEA activities at each secondary campus to ensure student success and participation in all events.
14. Develop and administer yearly budgets for district fine arts programs and plan for long-range budget requirements.
15. Approve or disapprove all purchase requisitions (co-sign) for band, string, and choir programs.
16. Fiscal control will be maintained and records of all purchases to include musical instruments inventory and updated annually. Documentation of all expenditures and musical instrument purchases should be available for audit purposes.
17. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.
18. Be available by phone, email, or video conferencing during regular business hours to confer with district personnel.
19. Regular and reliable attendance is an essential job responsibility unless instructed to work from home by supervisor.
20. Assist in maintaining a safe and healthy work environment.

**Distance Learning and Virtual Instruction Duties and Responsibilities**

In the event of a school closure in response to a disaster, flood, extreme weather condition, fuel curtailment, epidemic, pandemic or other calamity, the following duties and responsibilities will be added to the above listed Major Job Responsibilities and Duties, as directed by the Superintendent.

21. Usage of personal equipment, including but not limited to personal cellular phone, personal computer, and personal internet service when working from home during a District closure due to government or Board order or during an emergency affecting normal District operations.

**Director of Fine Arts (continued)**

22. Perform other tasks and assume other responsibilities as may be assigned by supervisor. All employees are expected to comply with lawful directives.

**Working Conditions:**

Ability to communicate effectively (verbal and written); ability to instruct; maintain emotional control under stress. Climbing, stretching, frequent light lifting of books, boxes. Some bending, lifting and stooping while performing job-related functions. Occasional district and statewide travel to enhance curriculum instruction and staff development. Occasional prolonged and irregular hours.

**Distance Learning Working Conditions:**

Tools/Equipment Used: Personal computer; use of and access to phone system; video/instructional equipment; and peripherals

Posture: Prolonged sitting

Motion: Repetitive computer work with frequent use of hands and wrists

Environment: Work from inside home or location other than school building

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

**Terms of Employment:**

Wage / Hour Status: Exempt

Minimum Salary: \$83,584

Pay Grade: 7

Minimum Work Days: 226

Months: 12

**Date Last Revised:** 05/26

*The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skill that may be required.*