

**Hutchinson Public Schools  
Job Description**

**Job Title:** Elementary Art Teacher  
**Department:** Licensed  
**Reports To:** Building Principals  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources, August 14, 2003  
**Approved By:** Board of Education, April 11, 2005  
**Reviewed/Updated:** November 2, 2009, April 29, 2011, May 23, 2014, June 14, 2017, June 2, 2021

**SUMMARY**

Teaches elementary art by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following: Other duties may be assigned within the framework of the Professional Agreement:

- Provides art teaching in elementary classrooms.
- Creates schedules for teaching sessions in conjunction with building principals and classroom teachers.
- Develops in conjunction with building principal a list with costs of appropriate art supplies, materials, and equipment to support art program at the building level.
- Organizes art supplies, materials, and equipment at elementary building.
- Maintains a collection of materials, supplies, and equipment purchased by the district to support elementary art instruction.
- Demonstrates proper care and use of art related equipment.
- Plans and coordinates special art events in the school and community which highlight children's art.
- Demonstrates an awareness of the needs of students and provides for individual differences.
- Teaches and enforces rules of conduct and maintains order in classroom.
- Maintains knowledge of and applies current educational practices.
- Interacts positively with other staff members and the community at large.
- Participates in faculty and professional meetings, educational conferences, and teacher training workshops.

**SUPERVISORY RESPONSIBILITIES**

May supervise employees and/or volunteers such as, teacher's aide, student aide, parent volunteer and/or student teacher. May assist building administrator in interviewing and hiring employees.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree in art education from four-year college or university or its equivalent.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of the organization.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, areas, circumference, and volume.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must be licensed by the Kansas State Department of Education to teach elementary art.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**ACKNOWLEDGMENT**

I have read and understand the essential functions of the position set forth in this Job Description and certify that I am capable of fully performing each of said essential functions without accommodations or with the following accommodations:

I understand that any misrepresentation regarding my abilities to perform the essential functions of the position may result in disciplinary action including termination of employment. I also understand that punctual and regular attendance is a specific condition of continued employment in accordance with District policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_