

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Director for Performing and Visual Arts

Job Description

Reports to: Superintendent of Schools

Term: 226 Days

Status: Exempt

PRIMARY PURPOSE:

Provides leadership for the performing and visual arts department of the school district, grades pre-kindergarten through twelve. Develops and implements vertical programs in each course of study that result in award-winning programs at the middle school and high school levels.

QUALIFICATIONS:

Experience

- Minimum of five years of successful teaching experience required. Teaching experience at multiple grade levels preferred.
- Minimum of three years of successful experience in school district leadership positions preferred.

Education/Certification

- Master's degree in Education, Educational Administration, or Curriculum & Instruction required
- Demonstrated history of excellence in performance at the district, regional, and state levels by students required; extensive music background preferred

Special Knowledge/Skills:

- Knowledge of best practices in instrumental music, vocal music, elementary music, theatre arts, dance, and the various media of the visual arts
- Experience in incorporating the performing and visual arts into a rigorous academic curricula
- Ability to evaluate performing and visual arts programs and teaching effectiveness
- Experience in preparing and managing budgets and personnel
- Ability to interpret policy, procedures and data
- Strong communication, public relations, and interpersonal skills
- Ability to function as a member of a high-performing team

MAJOR RESPONSIBILITIES AND DUTIES:

Curriculum, Instruction, and Assessment

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1. Spend instructional time each week on assigned campuses supporting the work of directors and teachers.
2. Initiates studies, research, and planning projects to improve program effectiveness.
3. Works with principals and teachers to design engaging work for students.
4. Oversees, in cooperation with the Assistant Superintendent for Elementary Education and the Assistant Superintendent for Secondary Education, vertical instructional programs in each strand of the arts that culminate in high levels of student performance.
5. Provides assistance with the development and monitoring of required improvement plans.
6. Works with teachers and directors to insure curriculum, instruction, assessment practices and programs are aligned horizontally and vertically to eliminate repetition and redundancy.
7. Works with directors and teachers to insure understanding of the depth and complexity of the state curriculum.

Administrative Management and Budget

1. Develops, recommends, and implements policies and procedures as required to meet curriculum, instruction, and assessment needs in the arts and as required by state and federal laws and local policy.
2. Develops and administers budgets as required.

Personnel Management

1. Assists in the evaluation of job performance of directors and teachers of the performing and visual arts on all campuses.
2. Assists with the recruitment, retention, and assignment of campus performing and visual arts personnel.

Organizational Climate

1. Communicates openly with all patrons, students, and employees of the district.
2. Works with and for others to create a climate that supports risk-taking and that provides protection from adverse consequences.

Professional Growth and Development

1. Seeks opportunities for personal professional growth that align with the district's beliefs, vision, and mission.
2. Assists teachers and directors in finding opportunities for personal professional growth that aligns with the district's beliefs, vision, and mission.

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3. Provides counsel to the Superintendent of Schools and other central office educators in the design and delivery of professional learning opportunities for district faculty and staff based on identified needs.

Other Duties

1. Participates fully in the development and implementation of the district's efforts to design a student-centered directional system.
2. Attends all exhibitions, performances, and contests that include TCISD students that occur inside the instructional day, after school, and on weekends unless excluded by the Superintendent.
3. Collaborates with community organizations by providing student work to enhance meetings and activities.
4. Attends all meetings of the Texas City ISD Board of Trustees unless excluded by the Superintendent.
5. Performs other duties as assigned by the Superintendent of Schools.

WORKING CONDITIONS:

Mental Demands

Effective communication (both orally and in writing); ability to interpret policy, procedures and data; coordinate district functions; ability to function in stressful situations.

Physical Demands/Environmental Factors

Frequent district-wide travel, some regional and statewide travel, occasional prolonged and irregular hours.

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 skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____