



## **Job Description**

**Job Title:** Art Club Advisor

**Position Type:** Extra-Curricular

**Board Approved:** December 20, 2021

### **Job Summary**

The Purpose of the Art Club Advisor is to assist student lead meetings and activities including special projects and taking students to see artwork in museums and galleries with follow up discussions in after-school meetings. The Art Club provides opportunities for students to create and display their own artwork and to take occasional trips to museums to view the artwork of others. Fundraisers provide the money necessary for the trips and art supplies.

### **Essential Duties**

The Art Club Advisor must be knowledgeable in art and able to teach art skills. The advisor must also be proficient in simple accounting of funds.

The Art Club Advisor's primary duty is to guide student lead meetings and to help facilitate community and school wide art projects. The advisor will also guide Art Club members during fundraising opportunities, take the group on art trips, and work with local artists.

The Art Club meetings are approximately one hour in length and occur once per week. Average number of participants = 15. Time required Average time commitment = 1 hours per week for 32 weeks.

### **Other Duties**

Other duties are performed outside of the school day and include purchasing art materials for special projects and taking students to see artwork in museums and galleries with follow up discussions in after-school meetings. The Art Club provides opportunities for students to display the artwork of others. The advisor will (or delegate to students to) provide an agenda, take written attendance, and keep minutes for each meeting.

### **Job Specifications**

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

N/A

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Employee has frequent contact with students and members of the community. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Requirements and Working Conditions**

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. While performing the responsibilities of this position, the employee must be able to effectively use communication skills and move throughout the building as their job dictates. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

**Supervision Exercised:** Dependent on grade level and subject; may include instructional assistants, volunteers, tutors.

**Supervision Received:** Assistant Principal, Principal, and District Administrator

*This job description in no way states or implies that these are the only duties to be performed by this employee. This position will be required to follow any other instructions and to perform any other related duties as assigned by the Assistant Principal, Principal, or District Administrator. Big Foot Union High School reserves the right to update, revise or change this job description and related duties at any time.*

