

**Forsyth County School System
Position Description**

FINE ARTS CONTENT SPECIALIST

DEPARTMENT:	Teaching and Learning
REPORTS TO:	Associate Superintendent for Teaching and Learning
SALARY SCHEDULE:	Teacher/Professional
POSITION STATUS:	Contracted; 240 days

FLSA STATUS:	Exempt
RETIREMENT:	TRS
DATE:	2-19-16

SUMMARY: The Fine Arts Content Specialist provides leadership and coordination for planning, implementation, and assessment of curriculum/instructional initiatives related to improvements in K-12 Fine Arts Education in support of the vision and beliefs of Forsyth County Schools.

EDUCATION AND/OR EXPERIENCE:

Master's Degree or higher in Music, Drama, or Art required. Five or more years of successful Fine Arts experience in teaching and leadership.

CERTIFICATES, LICENSES, PERMITS: Valid Georgia PSC Standard Professional Certificate; Georgia PSC Educational Leadership Certificate preferred.

PERFORMANCE FUNCTIONS

ESSENTIAL FUNCTIONS (Other Duties May Be Assigned)

- Coordinates the implementation and evaluation of K-12 Fine Arts state standards.
- Assists in the development of Fine Arts curriculum and assessments.
- Demonstrates and models effective teaching and leads/facilitates professional development consistently.
- Coordinates Fine Arts system activities, contests and special programs, e.g. Governor's Honors Program, Honors Chorus, Honors Band, etcetera.
- Coordinates the adoption, dissemination, inventory and availability of Fine Arts curriculum and instructional materials.
- Participates in local, state and national professional organizations and related committees; attends conferences and workshops; stays abreast of professional literature; knowledge of exemplary programs as it relates to Fine Arts.
- Maintains a sufficient level of knowledge regarding relevant professional, technical, and educational topics to enable a highly
- Advises on educational specifications for K-12 Fine Arts facilities and recommends appropriate facility equipment. efficient, effective and appropriate management of the position's duties.
- Works cooperatively with colleagues.
- Works in collaboration with the T&L Directors for community resource alignment.

KNOWLEDGE, SKILLS & ABILITIES:

May require:

Knowledge and experience in student assessments, educational administration, or related administrative area. A strong aptitude in Fine Arts, including Music, Drama, and Art.

Skill to work successfully with colleagues, including district-level personnel, school-based personnel, parents, and students; ability to project and generate positive attitudes; and ability to communicate clearly orally and in writing in formal and informal settings required.

Ability to effectively supervise and manage assigned departmental functions. Knowledge of school improvement and program evaluation; ability to utilize data in decision making; identify and communicate Fine Arts grant/funding opportunities to teachers.

PERFORMANCE FACTORS:

Sedentary Work: Exerting up to 30 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Reaching: Extending hand(s) and arm(s) in any direction.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Grasping: Applying pressure to an object with the fingers and palm.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Vision: The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

Hearing: Ability to receive detailed information through oral communication and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given precise directions relative to work steps or the final project.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Decision Making: Ability to make appropriate business decisions.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.

The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required by incumbents in the position.