

**JOB TITLE:            SECONDARY FINE ARTS RESOURCE TEACHER**

**JOB DESCRIPTION:**

This employee is responsible for planning, implementing and coordinating the Performing Arts Center program following district guidelines.

Duties of this position include but are not limited to:

1. **Instructional Program:**
  - a. Assisting teachers in providing and enhancing their school fine arts productions held at the center.
  - b. Developing a cultural program directed to students by utilizing the teachers of the performing arts, volunteers, professional artists, and community cultural resources.
  - c. Developing and coordinating opportunities for students to participate in after school and summer fine arts programs in conjunction with the Curriculum and Instructional Services Department.
  - d. Coordinating the program with the district curriculum and specific school programs.
  - e. Providing opportunities for students to demonstrate their talents and skills.
  - f. To facilitate and schedule district competitions, fine arts festivals, conferences, and staff development opportunities for teachers.
  
2. **Staff Development:**
  - a. Coordinating in-service and follow-up to classroom teachers in their instruction of the fine arts and the use of the available facilities.
  - b. Participating in appropriate professional development activities district level inservice meetings and assisting in the coordination of the district fine arts program.
  - c. Providing a systematic exchange of fine arts education information and resources that reach all related professionals in the schools and the community.
  
3. **Community Services:**
  - a. Enlisting the support of the professional arts community in developing a community cultural program by gathering input and providing feedback to the district Fine Arts Committee.
  - b. Developing and coordinating a theater program that addresses the interests and needs of the DSBPC and community.
  - c. Developing the human resources within the community to enhance the educational program for the students.

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4. Public Relations/Marketing:
- a. Strengthening and promoting fine arts programs activities at the center that are consistent with the total education philosophy of the district through the sharing of information and interacting with the public, media, administrators, state art agencies and parents.
  - b. Developing and implementing a marketing and public relations plan for the center's activities and programs.
  - c. Drawing public attention to the accomplishments of the students from all Pasco County schools via the fine arts program.
5. Planning and Organization:
- a. Planning, coordinating, implementing, and/or maintaining the program and facility following district guidelines.
  - b. Coordinating the development of instructional materials that are consistent with the total education philosophy of the district.
  - c. Providing instruction to students in related areas of the fine arts.
  - d. Developing weekly, monthly, and annual schedules of auditorium activities.
  - e. Monitoring and evaluating the program and providing information to the district and school administration on the effectiveness of the program.
  - f. coordinating the selection of performances for students with district staff.
  - g. Coordinating the development of contracts for outside programs and services.
  - h. Coordinating logistics for student events including transportation, schedules, distribution of materials and financial arrangements.
6. Administering and Supervising:
- a. Recommending employment and assignment of auditorium personnel.
  - b. Developing and monitoring the budget for center activities and events.
  - c. Maintaining and updating inventory of program equipment.
  - d. Providing supervision for the use of the facilities by outside organizations.
  - e. Being responsible for technical requirements for all events held in the theater and for all of the equipment used.
  - f. Developing and maintaining a security plan for the backstage and the auditorium.
  - g. Coordinating auditorium and stage setups to include light and sound systems, position of stage curtains and movable walls, arranging for podiums, tables, chairs, risers, etc.

### **REQUIRED QUALIFICATIONS:**

- 1. Bachelor's Degree or higher.
- 2. Valid Florida Teaching Certificate.
- 3. Three years of teaching experience in the fine arts.

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**DESIRED QUALIFICATIONS:**

1. Master's degree.
2. Experience in sound, production, or stage management.
3. Experience in arts administration.