

Supervisor of Fine Arts, K-12

JOB DESCRIPTION

POSITION TITLE

Supervisor of Fine Arts, K-12

MINIMUM

New Jersey Supervisors Certificate; New Jersey Certificate as a teacher of Art and/or Music; Master's Degree preferred; Successful experiences in

QUALIFICATIONS

teaching of Art and/or Music; Curriculum development, program assessment and staff development; Demonstrated ability to work effectively in the areas of program implementation; Strong leadership and communication skills; required criminal history background check and proof of US citizenship or legal resident alien status.

REPORTS TO

Assistant Superintendent for Curriculum and Instruction

JOB GOAL(S)

To effectively lead the Department of Fine Arts Education, K-12 in ensuring the development of appropriate student skills; To motivate department staff members; To ensure development of core curriculum content standards within the student body; To promote effective professional development of department staff members.

JOB RESPONSIBILITY AND AUTHORITY

The primary responsibilities of the director are to lead staff in the development and implementation of instructional programs. As a teacher of teachers, the director will assist staff in the continuing effort to improve instructional opportunities and outcomes for students. Primary responsibilities include the following:

PRIMARY RESPONSIBILITIES

- 1.Implements the district's Model and Curriculum Development as it applies to the K-12 Art and Music programs;
- 2.Directs the periodic monitoring of the K-12 Art and Music Education programs according to the District's Program Assessment Model;
- 3.Develops, administers, and monitors, a budget to support the K-12 Art and Music Education programs in conjunction with building principals;
- 4.Oversees the selection, purchase, and inventory of all textbooks, teaching supplies, and equipment as well as repairs as appropriate for K-12 Art and Music Education programs;
- 5.Plans professional development programs necessary for teachers to develop and implement the K-12 Art and Music programs;
- 6.Provides the professional development for building leaders necessary for them to become partners in supervising the K-12 Art and Music Education programs;
- 7.Acts as the primary evaluator for all teachers of Art and Music in grades K-12;
- 8.Maintains linkage between the Art and Music Education programs and other program areas, and with other professional and community groups;
- 9.Joins the building principals in recommending for employment and assignment all teachers of K-12 Art and Music education;
- 10.Conducts all Art and Music education department meetings to effect the articulation of these programs;
- 11.Joins other district curriculum directors in providing instructional program leadership in the district;
- 12.Demonstrates a record of remaining current in developments in Art and Music education instruction and learning, and reflects the ability to define the educational conditions under which these developments may improve district instructional practices;
- 13.Assists the Office of Human Resources in recruiting teachers of Art and Music Education;
- 14.Responsible for integrating technology into teaching and learning in the content area;
- 15.Responsible for maintaining current related content on district website; and
- 16.Perform all other duties as assigned by the Assistant Superintendent for Curriculum and Instruction.

WORKING RELATIONSHIPS OF THE POSITION

To maintain effective relationships with teachers, parents, students, administrators, other directors and supervisors, and community arts organizations.

TERMS OF EMPLOYMENT

11 Months

Salary as per ASCA Agreement