

Job Title:	COORDINATOR, FINE ARTS
Reports to:	Campus Principal
Dept./School:	Fine Arts
Wage/Hour Status:	Exempt
Date Revised:	March 24, 2025

Primary Purpose

Supervise the development and implementation of the district Fine Arts program.

QUALIFICATIONS

Education/Certification

Master's degree, preferred

Special Knowledge/Skills

Working knowledge of federal and state code governing Fine Arts.

Ability to manage budget.

Ability to coordinate district functions.

Ability to interpret policy, procedures, and data

Strong organizational, communication, public relations, and interpersonal skills.

Experience

Minimum of five years teaching experience.

Knowledgeable in Fine Arts programs

MAJOR RESPONSIBILITIES AND DUTIES

Program Planning and Instructional Management

1. Direct and manage Fine Arts program, facilities and staff.
2. Establish physical and academic eligibility requirements for participation in U.I.L. and non-U.I.L. activities.
3. Obtain and use evaluative finding to gauge Fine Arts program effectiveness and ensure that program renewal is continuous and responsive to student needs.
4. Collaborate effectively with administrative team.
5. Monitor and provide oversight of the implementation of appropriate curriculum and materials to support Fine Arts program.
6. Maintain knowledge of district regulations and policies and state and federal statutes affecting the Fine Arts program.

Fine Arts Events

7. Prepare and approve all U.I.L. and non-U.I.L. events.
8. Arrange transportation, lodging and meals for out of town events.
9. Manage district Fine Arts operations and ensure preparation of facilities for events.
10. Coordinate the use of all Fine Arts facilities by non-school groups.
11. Plan, organize and supervise all Fine Arts awards programs; in conjunction with directors/sponsors.

12. Work and coordinate with the Office of Security to ensure safety of participants and spectators.

Student Management

13. Implement district student management policies, communicate expected student behavior related to Fine Arts participants, and ensure enforcement of student discipline in accordance with Student Code of Conduct and student handbook.
14. Establish and maintain open lines of communication by conducting conferences on vital issues with parent, students, teachers, principals and administration.
15. Work cooperatively with principals and assist with supervision and discipline of students, as appropriate.
16. Seek ways to establish academic and social interventions to help students succeed academically and socially.

Policy, Reports, Law

17. Recommend sound policies to improve Fine Arts program.
18. Implement the policies established by federal law, state law, State Board of Education rule, U.I.L. rules and local board policy in area of Fine Arts.
19. Compile, maintain and present all physical and computerized reports, records and other documents required.
20. Maintain and monitor District Random Drug Testing Policy for Fine Arts.

Budget and Inventory

21. Administer the Fine Arts budget and ensure that programs are cost effective and that funds are managed prudently.
22. Compile budgets and cost estimates based on documented program needs.
23. Initiate purchase orders and bids in accordance with budgetary limitations and district policies.
24. Maintain a current inventory of supplies and equipment and recommend disposal and replacement of equipment when necessary.
25. Approve and forward purchase orders for Fine Arts department.

Personnel Management

26. Prepare, review and revise job descriptions
27. Recruit, select, train and supervise all Fine Arts department personnel and make sound recommendations about personnel placement, assignments, retention, discipline and dismissal.
28. Evaluate job performance of employees to ensure effectiveness.
29. Develop training options and/or improvement plans for employees to ensure exemplary operation in area of Fine Arts.
30. Orient staff to duties, responsibilities and expectations.

Community Relations

31. Articulate the district's mission and goals in the area of Fine Arts to community and solicit support in realizing mission.
32. Demonstrate awareness of district and community needs and initiate activities to meet those needs.
33. Use appropriate and effective techniques to encourage community and parent involvement.
34. Support booster club activities and ensure adherence to district policy relative to funds acquisition, approval of fundraisers, expenditures, facility structures, etc.

Other

35. Perform other duties assigned by Superintendent or supervisor.
36. Maintain confidentiality of information.
37. Work cooperatively with principals relative to schedules, Fine Arts class periods, student supervision, safety protocols, facilities, etc.

Supervisory Responsibilities

38. Supervise and evaluate the performance of teachers and support staff and work cooperatively with principals in the joint evaluations when appropriate.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work with frequent interruptions. Frequent district-wide and occasional statewide travel.

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.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____