



T U L S A

PUBLIC SCHOOLS

Job Title: Director of Fine Arts

Department: Teaching and Learning
Reports To: Executive Director of Curriculum and Instruction
Grade: EG-06
Number of Days: 12 Months
Security Access: Wilson
Current Date: September 9, 2016
Overtime Status: Exempt

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: The Director of Fine Arts position supervises the work of the Music Coordinator, and the Ten Fine Arts Chairs Positions, which includes the Art, Drama, Speech/Debate, Stagecraft and Dance Departments. The Ten Fine Arts Chairs positions focus in on K-12 art, drama, and dance curriculum and assessment projects, professional development, and student competition. The Director of Fine Arts additionally develops the budgets for Fine Arts Bond Projects, OSSA and OMEA Student Competitions, the Summer Arts Camp, Fine Arts Book Adoption, and the Fine Arts Gifts and Endowments projects. The Fine Arts Director supervises those who work with the tactical day-to-day management of the Fine Arts. In addition the Director works with the budgets, long-term strategies and community interaction.

Minimum Qualifications:

- Master's Degree
- Oklahoma Administrative Certification
- Minimum five years of successful teaching experience, minimum of two years specialized visual or performing arts experience

Responsibilities and Essential Functions: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Provide leadership in coordinating the development, implementation, and evaluation of the Visual and Performing Arts program.
- Provide fine arts leadership and support to District staff and to the faculty and staff in school sites.
- Coordinate the recruitment and auditioning of students in the various arts programs.
- Coordinate and maintain the master schedule for Fine Arts activities and events.
- Provide professional development to staff that focuses on Fine Arts.
- Oversee the Fine Arts budget, including purchases, assets, and consultant contracts.
- Supervise the Music Coordinator and other Fine Arts department staff, including ten Fine Arts Chairs.
- Other duties as assigned.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Strong organizational, communication and interpersonal skills.
- Ability to complete assignments and reports, along with preparing presentations for the public.
- Ability to balance several job functions at one time and work under a heavy work load.
- Ability to work in and contribute to creating a performance culture and highly collaborative environment.

Supervisory Responsibility:

- Supervises the work of the Music Coordinator, and the Ten Fine Arts Chairs Positions, which includes the Art, Drama, Speech/Debate, Stagecraft and Dance Departments.

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.