



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Visual Arts Curriculum Specialist

Reports to: Director of Secondary Curriculum Services
Department: Secondary Curriculum Services
Number of Days: 190 Days
Compensation: Teacher Salary Schedule plus Stipend
Overtime Status: Exempt
Date Job Revised: August 20, 2008

Position Summary: The Visual Arts Curriculum Specialist assists with providing quality fine arts opportunities to all students in the district by updating curriculum materials, managing state mandated arts assessment, organizing high quality fine arts professional development and managing such visual arts events as art shows, contests, and portfolio development.

Qualifications/Job Requirements:

Education:

- Bachelor's Degree (Master's preferred) in the field of expertise.

Specialized Knowledge, Licenses, etc:

- Oklahoma Teaching Certification

Experience:

- Minimum of five years of verifiable teaching in the visual arts.
- Demonstrated teaching and leadership skills; written and oral communication skills; extensive knowledge of teaching techniques, curriculum and staff development.

Specific Training/Skills:

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Physical Requirements (If Applicable):

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Other:

- Ability to work cooperatively and collaboratively with others.
- Demonstrate self-discipline and initiative.
- Follow state and district guidelines.
- Ability to collect and analyze data from a variety of sources, including but not limited to authentic arts assessment approaches.
- Ability to evaluate data and make recommendations regarding curriculum, assessment and professional development.
- Strong computer skills include Microsoft Office, internet, various graphic programs, and e-mail.

Scope of Authority (If Applicable):

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Customer Contacts:

- Internal:
- External:

Duties and Responsibilities:

- Provide direct support (approximately eighty-percent of duty time) to schools, classrooms and teachers through personal visitation/observation, demonstration teaching and training.
- Manage after school programs to include but not limited to exhibitions, competitions, art camps and scholarship-portfolio production and review.
- Implement the Tulsa Model for School Improvement, assuring that federal, state and district requirements are met.

- Coordinate approved and authorized curriculum and arts assessment initiatives as required.
- Plan and implement relevant professional development opportunities that address both current research and future instructional needs.
- Serve as a teacher coach and trainer through the demonstration of effective teaching strategies and the provision of in-service experiences as required.
- Coordinate selection of textbooks, instructional materials and technology.
- Manage the visual arts allocation of the fine arts bond.
- Review, update and post guides and other support materials necessary for relevant programs.
- Liaison with community fine arts partners and granting institutions to ensure continued growth of the fine arts programming.
- Participate in long-range planning with other departments and schools to make the most effective use of resources.