



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Coordinator, Fine Arts

Reports to: Director, Secondary Curriculum Services
Department: Secondary Curriculum Services
Number of Days: 190
Compensation: EL 1
Overtime Status: Exempt
Date Job Revised: January 14, 2008

Position Summary: To establish and maintain Visual and Performing Arts Programs that support student learning in the arts, provide opportunities for participation in community based events and activities, including competitions and lay a foundation for post-secondary opportunities for students in the arts.

Minimum Qualifications/Job Requirements

Education:

- Minimum master's degree from an accredited college or university, with at least one degree in a fine arts discipline.
- Oklahoma Teaching Certification.

Specialized Knowledge/Training/Skills:

- Previous experience communicating and working effectively with teachers, administrators, parents, and external stakeholders.
- Skills in leadership and organization, preferably within the arts.
- Bilingual skills preferred.

Experience:

- Five (5) years of successful teaching experience
- Minimum of two (2) years specialized visual or performing arts experience.

Specific Training/Skills:

- Skill in oral and written communication
- Skill in formative and summative assessment techniques.
- Skill in using technology as a tool for teaching, learning, and communicating
- Skill in monitoring budget and expenditures
- Skill in maintaining supplies and equipment inventories.

Other:

- Ability to work in a collaborative work environment demonstrate self-discipline, follow state and District guidelines, and model ethical behavior
- Ability to collect, analyze, and evaluate data used to improve student achievement
- Ability to use continuous improvement strategies to support the District Strategic Plan
- Use effective positive interpersonal communication and relationship-building skills.

Customer Contacts:

- Internal: District administrators and teachers.
- External: Community based arts organizations.

Duties and Responsibilities:

- Assist principals 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
- Serve as a liaison between administrators, teachers, parents, and the community
- Coordinate the recruitment and auditioning of students in the various arts program
- Work cooperatively to coordinate the fine arts for all schools, including magnet and alternative schools

- Coordinate and maintain the master schedule for community activities and events
- Provide technical assistance to all performing arts programs, as needed
- Assist with scheduling of district wide fine arts programs involving students and teachers
- Meet federal, state and local compliance requirements for equal employment and non-discrimination
- Provide professional development to teachers and administrators that focuses on improved fine arts
- Use the PDSA process to keep abreast of research, best practice, and innovations relative to fine arts curriculum, instructional delivery, and community collaboration, and share knowledge with stakeholders
- Support the District's Safe and Healthy Schools Plan by adhering to and communicating safety procedures
- Support the District's Journey to Performance Excellence
- Perform other duties as assigned by the Director of Secondary Curriculum.