



talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**REPORTS TO** Executive Director, Elementary Programs, PK-5

### GENERAL RESPONSIBILITIES

1. Administers all activities related to the Pre-K-12 art, music and dance programs.
2. Develops, implements, and evaluates an articulated Pre-K – 12 instructional program in art.
3. Develops, implements, and evaluates an articulated Pre-K – 5 instructional program in music.
4. Develops, implements, and evaluates an articulated grades 6-12 instructional program in band, choral and orchestra.
5. Develops, implements, and evaluates an articulated grades 9-12 instructional program in dance.

### SPECIFIC RESPONSIBILITIES

1. Provides leadership in the fine arts areas PreK-12.
2. Consults and advises on facilities planning and educational specifications. Assists in the development of equipment standards, facilitates the proper equipping of new and existing schools, supervises equipment maintenance, budgets, repair, replacements, and procedures.
3. Coordinates middle/high school department chair meetings in assigned content area(s).
4. Implements and monitors grant programs, budgets and reports.
5. Designs and arranges for the delivery of staff development regarding fine arts areas.
6. Identifies and disseminates relevant research to help guide instructional decisions.
7. Works collaboratively with the instructional services department and other staff to provide coordinated program support to schools.

8. Designs, implements, and evaluates instructional programs and identify appropriate instructional strategies and materials in accordance with local, state, and national standards.
9. Coordinates an evaluation of fine arts textbooks and related materials submitted for adoption at state and district level.
10. Supports the identification and implementation of assessment practices, which will drive instruction and provide close alignment with school improvement, standards, and district expectations.
11. Assists with budgetary decision-making for schools and district staff in the area of fine arts.
12. Serves as a member of committees as assigned.
13. Serves as a support team member for designated schools.
14. Monitors trends and developments in regional, state and national organizations and state and federal departments of education for local impact on public education.
15. Assists the staff and the public in understanding state regulations and legislation related to fine arts education.
16. Serves as a liaison with community fine arts organizations.
17. Coordinates the Pre-K – 12 Fine Arts Enrichment Program and assists in securing support and funding from local organizations.
18. Provides coordination and support of the Collier County Fine Arts Resource Center.
19. Coordinates Youth Arts Month, Music in Our Schools Month and other art and music displays/performances throughout the community bringing recognition to the fine arts programs and the youth of Collier County.
20. Coordinates art and music stipend positions as assistance for art and music programs and festivals.
21. Performs other duties as assigned.