

## **WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION**

**TITLE:** District Arts Coordinator

**EMPLOYEE CATEGORY:** Differentiated Pay Schedule/Part-Time/Seasonal

**QUALIFICATIONS:**

1. Bachelor's Degree or higher from an accredited or approved institution;
2. A valid Florida DOE state certificate; and
3. Subject-matter competency.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Under supervision of the district instructional administrator and site principal, the arts coordinator will adhere to the arts curriculum, philosophy and policies of the WCSB; work cooperatively with administration, staff, arts teachers, students, parents and community; and communicate effectively with parents and students.

**REPORTS TO:** District Instructional Administrator/Principal

**JOB GOAL**

Provide leadership for teachers to explore the possibilities and strategies of merging the ARTS into all phases of education in Wakulla County Schools for the betterment of student performance throughout the curriculum. Integrating programs within the framework of the disciplines of Music, Visual Art, and Drama for all students in Wakulla County Schools.

**SUPERVISES:** N/A

**PERFORMANCE RESPONSIBILITIES:**

1. Assess the needs of the arts teachers for the purpose of providing effective professional development.
2. Design professional development to match the needs of the arts teachers.
3. Propose a written plan of workshops/in-services with dates to the Director of Instruction for inservice points.
4. Effectively communicate to the Director of Instructional Services, school administrators, and arts teachers pertaining to the year's workshop/in-service schedule.
5. Prepare materials for all workshops/in-services.
6. Evaluate exercises and document attendance via the district online program.
7. Coordinate arts meetings to create a District Arts Calendar to include all performance/activities for the upcoming year.
8. Print calendar, distribute to all arts teachers, edit as needed and insure all stakeholders have a corrected calendar; including school board members, superintendent, district personnel, school administrators and county arts teachers.
9. Facilitate the annual Celebration of the Arts; to include designing, printing and

distributing invitations and complimentary tickets for superintendent, school board members and district administrators. Forward copies of tickets to each Arts teacher for event pre-sale. Organize door prizes, bank for door, roles and responsibilities of arts teachers, equipment needed for stage, silent art auction, ticket sales, advertisement and poster display. Organize performances/program with Arts teachers.

10. Coordinate Arts meetings as needed.
11. Research trusts and other options to set-up long term scholarship options.
12. Organize scholarship meetings to review and award scholarships to qualifying Wakulla High School students/seniors.
13. Attend and present scholarships at Wakulla High School's Annual Scholarship Awards [Visual Art, Music, Theater]
14. Display art work throughout the county. Contact local public and business establishments for the purpose of displaying student artwork. Communicate with art teachers regarding procedures for displaying student art from their school.
15. Explore opportunities to participate with Leon County Art Teachers.
16. Explore opportunities to participate in community functions pertaining to the arts and grant opportunities.

**PHYSICAL REQUIREMENTS:** Physical Work

Exerting up to 50 pounds or more of force occasionally and/or 20 pounds of force regularly to move objects.

**TERMS OF EMPLOYMENT:** Annual

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those as determined by the season/head coach and athletic director.

**EVALUATION:** Annually by Director of Instructional Services

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**SALARY ITEM NUMBER:** Stipend per Differentiated Salary Schedule