



## **Flour Bluff Independent School District Job Description**

**JOB TITLE:** Director of Performing & Visual Arts

**WAGE/HOUR STATUS:** Exempt

**NUMBER OF DAYS:** 211

**REPORTS TO:** Associate Superintendent for Curriculum and Instruction

**DATE REVISED:** 01/2025

### **PRIMARY PURPOSE:**

- The role of the Director of Performing & Visual Arts is to coordinate and administer the district's Performing & Visual Arts (including music, theatre, visual art, and dance) programs at all levels within the policies of the district and other regulatory agencies.

### **MINIMUM QUALIFICATIONS:**

- Master's degree preferred.
- Certification as per Texas Education Agency
- TTESS Certification preferred.
- At least 3 years of successful teaching experience in a TEA approved fine arts program (band preferred)
- At least 3 years of successful leadership in campus/district administration or as a high school head band director (or equivalent)

### **MAJOR RESPONSIBILITIES AND DUTIES:**

#### **ROLE 1: INSTRUCTIONAL MANAGEMENT**

1. Organizes and administers the total Performing & Visual Arts program of the District Pre-K-12.
2. Demonstrates positive leadership of all Performing & Visual Arts staff.

3. Ensures Performing & Visual Arts curriculum for students from grades K-12 is aligned and addresses all Texas Education Agency Essential Knowledge and Skills.
4. Directs and instructs instrumental music performers, including but not limited to marching bands, concert bands, soloists, and ensembles.
5. Establishes performance requirements, enforces academic requirements, and verifies each student's eligibility to participate in Performing & Visual Arts activities.
6. Supports district Performing & Visual Arts staff in planning and using appropriate instructional and learning strategies, activities, materials, and equipment that reflects understanding of the learning styles and needs of students, including students with special needs.

**ROLE 2: SCHOOL/ORGANIZATIONAL CLIMATES**

1. Ensures all competitive/performance concerts/programs of the district are scheduled and coordinated appropriately with District and State calendars.
2. Assumes administrative responsibility for securing needed personnel at District fine arts events including staff, administrators, and security.

**ROLE 3: SCHOOL/ORGANIZATIONAL IMPROVEMENT**

1. Assumes responsibility for ensuring fine arts programs at all levels comply with Texas Education Agency, University Interscholastic League, and applicable discipline organization (TMEA, TAEA, TDEA, TxETA, Texas Thespians, etc.) rules and regulations, and disseminates this information to the applicable directors and administrators on all campuses.
2. Demonstrates cooperativeness and flexibility in working with various components of the district, campuses, and community.
3. Obtains and uses evaluative findings (including student achievement data) to determine programs' effectiveness and ensure that program renewal is continuous and responds to student needs.

**ROLE 4: PERSONNEL MANAGEMENT**

1. Assists in recruitment, selection, training, supervision, and evaluation of Performing & Visual Arts teachers and directors at all levels.
2. Evaluates or assists with evaluation of Performing & Visual Arts personnel, grades K-12, according to District procedures.
3. Represents the district at UIL and association (TMEA, TAEA, TDEA, TxETA, Texas Thespians, etc.) meetings.

**ROLE 5: ADMINISTRATION AND FISCAL/FACILITIES MANAGEMENT**

1. Develops and administers budget based on documented program needs and ensure that operations are cost effective, and funds are managed wisely while adhering to

District procedures relative to budgeting, purchasing, and distributing equipment and supplies.

2. Maintains effective inventory and accountability procedures for all fixed assets relating to the program, including musical equipment, supplies, etc.
3. Inspects Performing & Visual Arts facilities regularly to insure proper care and maintenance.
4. Oversees cleaning, repairing, and storing of all instruments and equipment.
5. Coordinates fundraising activities and management of related funds.
6. Compiles, maintains, and files all reports, records, and other documents required.

**ROLE 6: STUDENT MANAGEMENT**

1. Assists in the formulation of local rules, etc., for Performing & Visual Arts students with applicable school officials, and reviews these rules relative to compliance with District policies and other regulatory agencies.
2. Supervises student conduct effectively and adheres to district policies related to disciplinary actions, records, parent contacts, etc.
3. Accompanies and supervises students on out-of-town trips and activities and arranges transportation, lodging, and meals for out-of-town events.

**ROLE 7: PROFESSIONAL GROWTH and DEVELOPMENT**

1. Provides leadership in addressing challenges facing the profession by maintaining membership in professional organizations, pursuing professional development activities, and disseminating ideas and information to Performing & Visual Arts staff.
2. Develops and supervises fine arts training through effective in-service programs and follow-up procedures for Performing & Visual Arts staff, grades K-12.
3. Adheres to professional channels and appropriate chain of command in communicating ideas, concerns, etc.
4. Exhibits punctuality and dependability in attending meetings, reading, and responding to District communication, etc.
5. Adheres to Professional Ethical Standards in relationship to students, parents, patrons, teachers, and administrators.
6. Accepts and performs additional school related assignments in a positive and efficient manner.

**ROLE 8: SCHOOL/COMMUNITY RELATIONS**

1. Works with Public Information Office to establish and maintain effective public relations for all Performing & Visual Arts programs through positive and cooperative interaction with news media, booster organizations, etc., including district website, social media, etc.
2. Uses appropriate and effective techniques for community and parent involvement.
3. Supports Performing & Visual Arts Booster activities.
4. Perform other duties as assigned.

## **Mental Demands/Physical Demands/Environmental Factors:**

### **Tools/Equipment Used:**

Standard office equipment including personal computer and peripherals; standard instructional equipment.

### **Posture:**

Prolonged sitting and standing; occasional bending/stooping, pushing/pulling, and twisting.

### **Motion:**

Repetitive hand motions, frequent keyboarding, and use of mouse; occasional reaching

### **Lifting:**

Occasional light lifting and carrying (less than 15 pounds)

### **Environment:**

Frequent districtwide travel

### **Mental Demands:**

Work with frequent interruptions; maintain emotional control under stress.

**The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**