

Sweetwater Union High School District

DIRECTOR OF VISUAL AND PERFORMING ARTS

Purpose Statement

The job of Director of Visual and Performing Arts is done for the purpose/s of developing, implementing, directing, monitoring, evaluating, and promoting the District's Visual and Performing Arts programs; representing the programs within the community, and providing administrative and technical support to assigned area superintendent.

Essential Functions

- Coordinates program components, support needs and materials (e.g. negotiating contracts with vendors, reserving space, etc.) for the purpose of meeting District and/or program guidelines.
- Promotes the Visual and Performing Arts program for the purpose of improving the quality of student outcomes and encouraging student development.
- Monitors Visual and Performing Arts services (e.g. evaluating programs and attendance, reviewing staff, overseeing equipment procurement, staffing, etc.) for the purpose of ensuring that performance outcomes are achieved within budget, department, and district objectives.
- Develops long and short range plans/programs (e.g. identifying school-specific support needs; outlining visual and performing arts programs; integrating adopted curriculum; staffing, etc.) for the purpose of ensuring that district objectives are realized.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.
- Collaborates with a variety of internal and external sources (e.g. principals, theater staff, area performing arts groups, vendors, colleagues, Curriculum Director, etc.) for the purpose of developing curriculum/course modifications, implementing and maintaining services and/or programs and serving as a liaison and information/process resource.
- Participates (as a presenter or attendee) in a wide variety of meetings that involve a range of issues related to visual and performing arts (e.g. regulatory requirements, program offerings, funding status, participation levels, etc.) for the purpose of conveying and gathering information; evaluating topics/materials, identifying appropriate actions, and/or developing recommendations.
- Researches a wide variety of topics (e.g. new visual arts and performing arts programs, grant availability, professional development, etc.) for the purpose of developing new programs that meet staff training needs.
- Responds to inquiries of students, parents, other school personnel, community representatives, etc. for the purpose of providing information, assistance and/or direction regarding the program and student activities.
- Prepares a wide variety of often complex materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Performs departmental administrative functions (e.g. hiring, counseling, training, supervising, evaluating, monitoring budget, developing procedures, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring that necessary outcomes are achieved.
- Maintains a variety of detailed records (computer and manual) (e.g. equipment and supply inventory; contract documents; evaluation forms and tabulations, correspondence, memos, etc.) for the purpose of meeting program reporting requirements.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adapting to changing work priorities; applying pertinent laws, codes, policies, and/or regulations; districts and/or agencies; organizing and communicating information and concepts; and overseeing financial transactions; operating standard office equipment; planning and managing projects; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: principles, practices and procedures related to performing arts programs; methods of planning and staging of productions; box office management; bookkeeping principles; community support organizations and public relations; equipment used in performing arts; pertinent laws, codes, policies, and/or regulations; and safety practices and procedures.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to frequent interruptions; meeting deadlines and schedules; providing leadership, direction, and team building; setting priorities; communicating with diverse groups; and working extended hours that may include evenings and/or weekends.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

Education/Experience

Master's degree from an accredited college or university with major course work in education with emphasis in visual and performing arts, theatre arts, or closely related field. Five years of responsible administrative experience working with an arts focused organization working with youth.

Required Testing

None Specified

Certificates

None Specified

Continuing Educ./Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224