

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Director, Visual and Performing Arts	REPORTS TO:	Executive Director, Leadership and Learning
DEPARTMENT:	Visual and Performing Arts	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	032 AASD
REVISED:	April 29, 2014		

BASIC FUNCTION:

To assist in providing district-wide leadership for implementing K-12 Visual and Performing Art curriculum programs; actively support the district integration program and encourage support of staff and community; provides leadership in the development and implementation of integration programs as appropriate to assigned school sites or departments.

REPRESENTATIVE DUTIES:

Assist the Executive Director, Leadership and Learning, in developing and implementing Board of Education policies for the integration of Visual and Performing Arts in K-12 curriculum programs. *E*

Work with curriculum directors, specialists, resource teachers and community partnerships to coordinate curriculum designed to serve K-12 pupils and special populations including gifted and talented, exceptional needs and second language pupils. *E*

Act as district resource for school sites and community partnerships in all areas related to Visual and Performing Arts curriculum instruction. *E*

Coordinates and leads professional development in the Visual and Performing Arts areas for improvements to curriculum, instructional methods, pupil achievement and to strengthen community partnerships. *E*

Provide leadership for the furtherance and development of the San Diego Arts Education Partnership. *E*

Represent Visual and Performing Arts as a spokesperson and advocate to board, administrators, teachers, students, parents and community arts organizations, including coordinating media with the Communications Department. *E*

Develop proposals for grants and other non-district funds related to instructional improvement programs; monitor expenditures of funds within assigned area of responsibility, including preparing contracts for administration and board approval. *E*

Coordinate textbook pilots and adoptions in Visual and Performing Arts areas K-12; communicate with textbook publishers and district instructional media staff to determine needs and budget implications. *E*

Evaluate and recommend selection of textbooks, audiovisual materials, library books and other

materials for the Visual and Performing Arts curriculum areas. *E*

Provide leadership in the implementation of state content standards in Visual and Performing Arts and in the development of long-range plans to further arts education. *E*

Assist schools and central offices in developing and implementing plans for acquisition and maintenance of equipment and supplies to be used in Visual and Performing Arts programs. *E*

Coordinate and serve as liaison for site personnel in the planning and equipping of new facilities related to Visual and Performing Arts. *E*

Work with Human Resource Services Division personnel to assist in areas related to staffing to provide quality instruction in Visual and Performing Arts district-wide. *E*

Attend conferences, meetings, and other activities sponsored by professional organizations, and state and national education groups. *E*

Select, supervise and evaluate assigned certified and classified staff as requested by the Executive Director, Leadership and Learning. *E*

Represent the district on Visual and Performing Arts steering committees, networks, and task forces sponsored by County Education offices, professional organizations, state and national education groups. *E*

Participate in meetings involving parent/community groups and others to provide information regarding curriculum programs in Visual and Performing Arts. *E*

Coordinate district Visual and Performing Arts festivals, honor concerts, and exhibitions. *E*

Prepare and maintain a variety of operational records and reports. *E*

Follow approved procedures for monitoring curriculum projects to ensure compliance with the Board of Education. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination or training, experience, and/or education equivalent to a Master's degree in business or public administration or related field and seven years of progressively responsible experience preferably in Visual and Performing Arts education. Educational leadership, specifically site leadership, is desired.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Credential.
Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State VAPA Content Standards, instructional reform strategies and methodologies, school operation; principles and techniques of budget preparation and control, and local, state and national resources

for supporting arts education.

Planning, organization and direction of procedural guidelines related to Visual and Performing Arts.

Applicable laws, codes, regulations, policies and procedures.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software applications.

ABILITY TO:

Provide leadership and direction to Visual and Performing Arts curriculum program.

Bring together stakeholders to secure adequate resources to maintain and expand district-wide arts programs; work effectively with district leadership.

Lead development efforts to procure additional funding to support standards-based arts instruction.

Analyze and evaluate instructional practices.

Interpret, apply and explain rules, regulations, policies and procedures.

Make decisions, and be responsible for those decisions.

Communicate effectively, both orally and in writing, with staff and community in a multicultural educational environment.

Maintain current on applicable provisions of federal and state laws, and district rules and regulations and adhere and enforce them.

Establish and maintain effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Meet schedules and time lines.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities

Work independently with little direction.

Operate a computer and assigned office equipment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment, community, and business locations; driving a vehicle to conduct work.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 1715

PH