

Gladewater ISD
Job Description

Coordinator of Fine Arts, K-12

Reports to Superintendent

Duties

- Supervise and administer district-wide fine arts education program.
- Assist in curriculum development, implementation, and revision in fine arts.
- Provide guidance in the selection of textbooks and other instructional materials and equipment for the fine arts instructional program.
- Visit elementary schools and visit classrooms on a regular basis to ensure consistency of what is taught from campus to campus in the fine arts program.
- Serve as a resource and advisor to principals and teachers regarding the fine arts program.
- Assist teachers in the improvement of instructional performance in fine arts.
- Supervise fine arts teachers and assist principals in evaluating fine arts teachers.
- Evaluate the effectiveness of instructional methods and programs and recommend qualified candidates for fine arts education instructional positions.
- Assist in developing and conducting district-wide staff development for the fine arts instructional staff.
- Prepare and monitor the fine arts program budget.
- Coordinate meetings with specialists, department chairs, teachers, and administrators and disseminate information regarding current developments and teaching practices in the fine arts field.
- Supervise the ordering, inventory, and distribution of materials and equipment for the fine arts program.
- Coordinate district-wide fine arts educational activities and events.
- Serve as the district contact with parents and community regarding the district's fine arts instructional program.
- Represent the district in fine arts educational projects and initiatives at all levels.
- Establish a year-long calendar of fine arts events.
- Teach five choir and/or band courses at GHS and GMS.
- Serve as summer school principal.