

Newburgh Enlarged City School District
Job Description

TITLE:	DIRECTOR FOR FINE PERFORMING (Pre-K – Grade 12) AND VISUAL ARTS (Kindergarten-Grade 8)
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REPORTS TO:	Executive Director of Curriculum & Instruction
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QUALIFICATIONS:	<ol style="list-style-type: none"> 1. Valid Teaching Certificate 2. SDL/SDA – New York State Certification 3. Certified Danielson Framework for Teaching 2011 Evaluator. 4. Extensive, successful teaching and administrative experience in Pre K- Grade 12.
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JOB GOAL:	The Director of Fine, Performing, and Visual Arts Education, Pre K-12, serves as a curriculum specialist in the NECSD. The Director will provide leadership to support preK-12 schools as they work to improve the achievement of all students and close the achievement gap for students in special populations.
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DUTIES AND RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. Coordinates departmental Pre-K – 12 curriculum alignment (horizontal and vertical) and curricular revision to appropriate standards to ensure desired depth, breadth, clarity, relevance, rigor, and ample inclusion of critical thinking skills; 2. Analyzes and responds to student achievement data and guides teachers in the analysis of achievement data on a regular basis and communicates findings to building principals, curriculum design committee, instructional coaches, and Curriculum & Instruction; 3. Develops pilot curriculum modules; 4. Plans, organizes, and presides over monthly Department meetings to share updates and to collaboratively process student data in order to inform instruction; 5. Meets quarterly with content area curriculum review team to review updates to curriculum, discuss curriculum direction and content, and refine and align curriculum maps; 6. Continuously gathers data on the implementation of the curriculum and assessment program and shares findings with Curriculum & Instruction; 7. Coordinates the development of a variety of content-specific common assessments for Department courses, including instrumental progress reports; 8. Identifies possible supplementary material, including multimedia and online applications, for Fine, Performing, and Visual Arts Programs; 9. Facilitates Newburgh Enlarged City School District compliance with directives and initiatives from the New York State Education Department;
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DUTIES AND RESPONSIBILITIES:
(Continued)

10. Collaborates with colleagues to further relevant cross-curricular initiatives;
11. Participates in activities that lead to professional growth, development, and enrichment in order to remain current in the content area and improve professional practice;

12. Instructional

13. Supervises, observes and evaluates instruction and teaching performance for Department faculty;
14. Manages and evaluates the APPR goal setting of all Department teachers;
15. Communicates regularly with school building administrators, other curriculum Directors, guidance counselors, and teachers regarding clear criteria and expectations for content area instruction, including assessments, student groupings, student engagement, and use of high quality instructional resources, and works with teachers to implement effective research-based instructional strategies to improve teaching and learning in the District's Fine, Performing, and Visual Arts Programs;
16. Assists principals, Curriculum & Instruction, and building-level instructional coaches in the development and implementation of sustained professional development programs – based on the district's and/or school's PD plan – that promote engaging, rich, and differentiated instruction, including facilitating content area professional learning communities;
17. Coordinates the work of student teachers assigned to the Department by the Office of Curriculum & Instruction;
18. Advises building principals at the secondary level on teacher course assignments and Department schedules;
19. Promotes the infusion of technology in every day teaching to engage learners and promote 21st Century instruction;
20. Ensures compliance with Department criteria for student placement in Department courses;

21. Administrative

22. Develops and maintains Department website to include updates, educational and multimedia links, instructional strategies, research and content-specific resources, and links to Department faculty websites;

DUTIES AND RESPONSIBILITIES:
(Continued)

23. Maintains database of student achievement in district, county, and state adjudications;
24. Communicates regularly with school building administrators, Curriculum & Instruction, and Department faculty;
25. Prepares reports as may be required by the Superintendent and the senior staff in the Office of Curriculum & Instruction;
26. Administers the budget for the Department;
27. Manages the needs assessment, inventory and ordering of teaching and arts materials, technology, instructional aids, and other resources and makes recommendations for capital purchases;
28. Coordinates community outreach within the Arts and maintains communication regarding inclusion of programs within the outlying school community;
29. Coordinates Parents as Arts Advocates advisory group to initiate parent/community support for arts education;
30. Assists in interviewing and hiring highly qualified teachers in collaboration with building principals;
31. Assists with departmental special events and programs in cooperation with building administrators and Curriculum & Instruction;
32. Coordinates co-curricular and extra curricular Department activities;
33. Collaborates with schools and with Curriculum & Instruction in securing funding for content-specific initiatives upon request and through proactive outreach to foundations, community organizations, and federal and state sources;
34. Collaborates with the Community Relations Specialist to publicize successful events and programs to appropriate media outlets;
35. Engages in other duties as may be assigned by the Superintendent or his/her designee.