

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

SUPERVISOR OF VISUAL AND PERFORMING ARTS AND PARTNERSHIPS

QUALIFICATIONS:

1. Valid New Jersey Supervisor's Certificate and New Jersey Standard Certificate in Music, Art or Drama
2. Minimum of Master's degree from an accredited college or university
3. New Jersey Standard Supervisor's certificate
4. New Jersey Standard Instructional certificate
5. Supervisory Experience
6. Demonstrated success in facilitating professional learning and problem solving
7. Demonstrated success in working with diverse learners in an urban center
8. Knowledge of how students learn and knowledge of best Instructional program practices for all students
9. Demonstrated success in working collaboratively with other professional staff on instructional improvement issues
10. Demonstrates the ability to communicate and work effectively with students, parents, community groups and organizations
11. Excellent oral and written communication skills.

REPORTS TO:

Chief Academic Officer

JOB GOAL

The Supervisor of Visual and Performing Arts will be responsible for the development, implementation, review, and revision of the district's Visual and Performing Arts programs, as well as coordinating and overseeing student identification and assisting with the professional development for the Visual and Performing Arts and Talented educational staff.

SUPERVISES: Visual and Performing Arts staff

PERFORMANCE RESPONSIBILITIES:

1. Develops and implements Visual and Performing Arts program
2. Ensures that the academic and social emotional needs of Visual and Performing Arts students are met

3. Provides leadership in the development, implementation, and evaluation of student identification, programming services, curriculum, instructional strategies and assessment for PreK-12 Visual and Performing Arts education
4. Initiates and manages implementation of curriculum evaluation and performance assessments for Visual and Performing Arts
5. Visits classrooms and assists teachers in improving existing strengths and in overcoming problems related to their teaching performance
6. Keeps abreast of developments in curriculum and instruction for Visual and Performing Arts initiatives, and provides leadership in determining the appropriateness for inclusion in the district's educational program and professional development
7. Works with teachers and administrators to monitor data and report progress toward curriculum goals and objectives
8. Consults and communicates with other educators, parents, Visual and Performing Arts parent organizations about all aspects of Visual and Performing Arts education and student needs
9. Collaborates with external consultants, other school districts, private foundations, higher education institutions, appropriate professional organizations and other resources providing professional growth opportunities for staff, and opportunities for students
10. Collaboratively assumes responsibility for reviewing and evaluating results of school and district-wide data to influence instructional programming decisions
11. Works with teachers and administrators to integrate district and community resources into daily instruction
12. Coordinates enrichment activities of Visual and Performing Arts. This may include grant writing to benefit funding for the Visual and Performing Arts program.
13. Provides for a safe and secure workplace
14. Follows attendance, punctuality and proper dress rules
15. Participates in workshops and training sessions as required
16. Prepares all required reports and maintains all appropriate records
17. Follows all School Board policies, rules, and regulations
18. Exhibits interpersonal skills to work as an effective team member
19. Analyzes district-wide data to identify areas in need of improvement and modify curricula
20. Conducts observations of arts and music teachers
21. Provides supports of the district-wide literacy program Provides professional development and support to arts and music teachers.
22. Performs other job related duties as directed by the Chief Academic Officer.

**TERMS OF
EMPLOYMENT:**

Twelve (12) month position

BARGAINING UNIT:

Administrators -TASA

SALARY:

In accordance with TASA Salary Guide

STATUS:

Hourly _____

Salaried _____

Exempt _____

Non-Exempt _____

EVALUATION:

Performance of this position will be evaluated annually in accordance with State law and the provisions of the Board's policies and procedures on the evaluation of certified/non-certified staff and the collective bargaining unit, if appropriate.

ADMINISTRATIVE APPROVAL:

September 2, 2016

BOARD APPROVAL:

September 19, 2016