



Arts Coordinator

Exempt

General Definition of Work

Performs a variety of specialized administrative tasks in coordinating the successful implementation of district arts education programs.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary

State Salary Schedule

Reports to

Assistant Superintendent of Curriculum and Instruction

Essential Functions

- Supports K-12 arts teachers including but not limited to organizing and facilitating PLCs.
- Initiates partnerships with local/state arts council, arts organizations, and artists to bring more arts opportunities to students.
- Seeks out grant and scholarship opportunities for arts students.
- Seeks out grant opportunities to increase arts offerings/supplies/materials.
- Works closely with the Cabarrus Arts Council to plan annual programming K-12.
- Plans and coordinate annual Youth Arts Month activities including the Youth Arts Walk.
- Plans and coordinate performances for monthly Board of Education Business Meetings.
- Plans and coordinate district-wide performances.
- Develops a comprehensive equity plan for all arts areas.
- Develops a fee schedule for arts participation.
- Reports bi-monthly to the Assistant Superintendent of Curriculum & Instruction.
- Coordinates and schedules school site visits with the Leveled Directors.
- Coordinates and manages the ordering, inventory and distribution of materials.
- Coordinates, facilitates, and/or delivers arts related professional development that aligns with strategic plan initiatives.

Knowledge, Skills and Abilities

- Knowledge/understanding/appreciation for all Arts curricular areas.
- Knowledge of K-12 North Carolina Arts Standard Course of Study.
- Demonstrated leadership in school-based management.
- Strong interpersonal skills and evidence of successful communication with adults, i.e. teachers, parents, administrators.

Education and Experience

- Bachelor's degree in education.
- Minimum of five years classroom experience.



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Physical Requirements

- This work requires the occasional exertion of up to 10 pounds of force.
- Work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Work occasionally requires exposure to outdoor weather conditions.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- Must hold or have the ability to attain a current valid Professional Educator's License at the Master's Level.

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.