

MONROVIA UNIFIED SCHOOL DISTRICT

JOB TITLE: DIRECTOR OF PERFORMING ARTS

DIVISION: Certificated Management

REPORTS TO: Deputy Superintendent

Monrovia Unified School District serves students in a diverse city with a rich history. Many families have lived in the community for several generations.

BRIEF DESCRIPTION OF POSITION

Under the direction of the Deputy Superintendent, the Director of Performing Arts provides leadership and program management in the implementation of a TK-12 instructional program in dance, media arts, music, theater and the visual arts, based on the District's long-range plan for arts education.

DISTINGUISHING CHARACTERISTICS:

This position requires expertise in the administration, coordination, organization and direction of the planning, development, implementation and maintenance of the District's arts instructional programs. This position performs the duties of a resource specialist for professional and technical personnel in the specified programs, provides leadership for professional staff to facilitate the arts instructional programs, assesses and determines program needs, implements program objectives and serves as a liaison with other agencies.

ESSENTIAL RESPONSIBILITIES:

- Establishes, implements and oversees the District's long-range plan for arts education.
- Develops and manages the District-wide budget for arts education program initiatives and maintains records to track and monitor internal and external resources.
- Establishes a cooperative relationship with key administrative offices at the District, including business services office, to identify internal resources that can support the implementation of the plan.
- Assists with the development of, or documentation supporting, funding proposals

seeking external sources supporting arts education programming in collaboration with local partners.

- Provides regular reports to the School Board, administration, principals, teachers, etc. as determined by the Deputy Superintendent.
- Evaluates progress based on benchmarks identified in the long-range plan for arts education.
- Supervises the implementation of arts education program initiatives.
- Plans, coordinates, documents and executes professional development in the arts for administrators, teachers, assigned personnel, parents, etc., in alignment with VAPA standards, curricula and assessment.
- Monitors the acquisition and maintenance of textbooks, supplies, equipment and facilities and maintains an updated inventory of all items related to the arts.
- Surveys and maintains current data on the status of arts education programming at school sites (provided by District or community).
- Serves as liaison between District and community arts resources and signature events.
- Serves as liaison to organizations that utilize our facilities for artistic purposes and special events.
- Oversees the scheduling of artist residencies and other community programs to ensure programs support the implementation of the District's long-range plan.
- Provides leadership in effectively communicating the District's goals in arts education within the District as well as the larger community.
- Coordinates with the District Public Information Officer in disseminating information on the District's arts education plan and highlighting student and/or teacher involvement in the arts.
- Maintains good working relationships and keeps District, District arts providers, and other key stakeholders informed of initiatives.
- Establishes, maintains and updates the Arts Education section of the District's website with information appropriate for administrators, teachers, parents, community groups and others interested in the arts.
- Provides accurate information to the community about District needs and progress in implementing its long-range plan for arts education. Identifies and oversees the staffing needs for part-time technical, front-of-house and security personnel staff.
- Interface with the Director of Operations to go over events and logistics.
- Maintains records, submits reports, accounts for monies and property and performs all other obligations mandated by law, Board Policy or Administrative Directive.
- Maintains open lines of communication with the Deputy Superintendent.
- Attends Board of Education meetings.
- Maintains a collaborative working relationship with local partners furnishing candidates for open positions.
- Write grants and/or complete applications for county, state and federal funding proposals/resources.

- Performs other tasks and assumes other responsibilities that may be assigned by the Deputy Superintendent.

KNOWLEDGE AND ABILITIES:

- Has the talent to (a) envision world-class schools; (b) communicate that vision; and (c) lead others to make that vision a reality.
- Principles, trends, methods, strategies and procedures pertaining to high quality arts programs.
- Effective communication; interpersonal skills using tact, patience and courtesy; human relations strategies, methods, and techniques.
- Best practices in collaborating with staff and the ability to support all stakeholders.
- Promoting positive relationships between the School Board and employees for the benefit of arts instructional programs for students.
- Planning, organization, and direction of the District's arts program.
- Has knowledge of TK-12 Visual and Performing Arts content standards and best practices.
- Has knowledge of personnel and budget management principles, procedures, and strategies.
- Has knowledge of principles and methods of program planning, including program review and the development and evaluation of student learning, service area, or program learning outcomes.
- Has knowledge of public relations, group presentations, and effective communication in a diverse environment.
- Best practices in principles and practices of project management.

EDUCATION/EXPERIENCE:

- Equivalent to completion of a Bachelor of Arts or higher Degree from an accredited college or university and at least five years of either: full time K-12 District, county office of Education, or university work experience in a lead position or equivalent working experience for an arts non-profit agency. Possession of a valid California Administrative Services Credential authorizing service as a K-12 Administrator. Candidates should have demonstrated leadership in arts education. Experience working at a school district is preferred.

SALARY AND BENEFITS

- Salary Range 37 on the certificated manager salary schedule

TERM OF ASSIGNMENT

- Full time -12 months
- 221 days

ABILITY TO

- Work collaboratively with the Deputy Superintendent and staff to establish and reach clear goals and objectives.
- Communicate effectively in oral and written form.
- Work creatively to solve problems and effectively promote change. Work with and appreciate a diverse community, student population and staff.
- Assimilate and evaluate data and prepare sound recommendations.
- Develop and keep the trust and confidence of others; deal effectively with different personalities and styles.
- Motivate others, manage staff to maximize their skills and talents, and establish and maintain effective working relationships.
- Understand and carry out oral and written directions with minimal professional direction.
- Establish and maintain effective and cooperative organizational, public and community relationships.
- Train and evaluate the performance of assigned staff.
- Interpret, apply, and explain rules, regulations, policies and procedures
- Analyze situations accurately and adopt an effective course of action; meet schedules and timelines.
- Demonstrate strong organizational skills.
- Conduct meetings, facilitate groups and workshops.
- Develop and administer a comprehensive program work plan, budget, and outcomes.
- Establish and maintain collaborative working relationships with industry, faculty, staff, students, and the public.
- Be sensitive and committed to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student/community population.
- Use computer software for word processing, spreadsheets, databases, presentations, and information sharing and communication.
- Travel to off-campus functions and transport presentation materials and equipment.
- Organize and conduct special events in conjunction with other departments and programs

ENVIRONMENT: Office environment. Constant interruptions. Outside and office environment; driving a vehicle to District sites to conduct work.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform functions of this job. Reasonable accommodation may be made to enable individuals with a disability to perform the essential functions.

- Mental ability and knowledge required to interpret and implement policies, rules and regulations, and make determinations relative to the effective performance of the essential responsibilities of the position.
- Ability to sit or stand for extended periods of time.
- Ability to see and read printed matter with or without vision aids.
- Ability to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to carry out the functions of the above essential responsibilities.
- Ability to speak in audible tones so that others may understand clearly.
- Ability to bend, reach and mobility sufficient to circulate freely around campus.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

GENERAL CERTIFICATES, LICENSES, REGISTRATIONS:

California Driver's License (by first day of service).

Computer skills in Microsoft Office and Google platform.

SUBJECT TO BOARD APPROVAL: APRIL 2022