

**Job Title:** District Fine Arts Specialist  
**Department:** Fine Arts  
**Reports To:** Fine Arts Coordinator  
**FLSA Status:** Exempt  
**Salary Schedule:** TT (Teacher on Special Assignment Level 1)



## **SUMMARY**

The District Fine Arts Specialist assists the Fine Arts Coordinator in managing the WCSD K-12 Fine Arts Program. Program areas include visual arts, theater, instrumental and vocal music, and dance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Assists individual school fine arts teachers in teaching state arts core curriculum and coordinates school, cone site, and district wide activities in achieving state, district, and school goals in the fine arts.

Assists the Fine Arts Coordinating in planning and organizing teacher training and in-service. Plans monthly District Fine Arts Committee Meetings.

Assists in preparing budgets, monitoring expenses, and soliciting funds, including grants, to provide financial support for state, district, and individual school fine arts programs, including, but not limited to, the Beverley Taylor Sorenson (BTS) Grant and Utah State Board of Education (USBE) grants.

Monitors fine art's needs, assessments, and prioritizes budgets.

Represents WCSD on State Fine Arts Committee. Represents WCSD fine arts programs on St George City Arts Council.

Prepares district fine arts activities calendar.

Assists in coordinating fine arts activities in schools that are presented to schools from outside sources; Celebrity Concert Series, St George Musical Theater, Shakespearian Theater, A.R.T.S. Inc., POPS, and other professional and amateur organization that desire to present in schools.

Assists in coordinating district and cone site visual arts shows, music festival, concerts and clinics, dance festival and clinics, and theater productions.

Organizes the purchase and maintenance of fine arts programs equipment through priorities process and advises Fine Arts Coordinator on construction of new and remodeled facilities, where arts instruction will take place.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty 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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

## **EDUCATION and/or EXPERIENCE**

Bachelor's degree from four-year college or university.

Candidates must have a minimum of 3 years of classroom instruction experience. Must demonstrate experience in professional learning that is centered on the integration of technology in the classroom.

Must be a teacher in good standing with no documented performance or conduct concerns with in the past three years per WCSD policy 1120.3.1.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

An active Level 2 or 3 Utah Teaching License with an endorsement in a fine arts content area. Membership in and leadership experience shown in professional arts groups expected.

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 75 pounds. The employee may be required to lift and/or move heavy instruments and equipment used in the fine arts program. Lifting and strenuous movement are part of staging concerts and theater productions, art shows, and music festivals of all kinds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate to loud.

Regular travel is required as part of this position to work with schools within the district and to receive training both within and outside the district and state.

Prepared By: <b>Fine Arts Coordinator</b>			Date: <b>05/30/2019</b>
Approved By: <b>Assistant Director, Human Resources</b>			Date: <b>07/09/2019</b>
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**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	