



## JOB DESCRIPTION

### Coordinator (Fine and Performing Arts)

<b>DIVISION:</b> Office of Academics	<b>GRADE:</b> 134
<b>DEPARTMENT:</b> Teaching and Learning	<b>WORK DAYS:</b> Annual
<b>REPORTS TO:</b> Director (Academic Enrichment)	<b>FLSA STATUS:</b> Exempt
<b>CLASSIFICATION:</b> Certified	<b>DATE:</b> 1/12/2021

**Our Mission:** Through a caring culture of equity, trust, and collaboration, every student will graduate ready for college, career, and life.

**Our Vision:** A high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

**Our Guiding Principles:** **Equity** in our approach to decision making, **Ethics** to demonstrate our integrity, **Engagement** with our school community, and **Excellence** in everything we do.

#### **POSITION SUMMARY**

The Fine and Performing Arts Coordinator provides leadership and direction for the overall administration and coordination of the Fine and Performing Arts curriculum program for Atlanta Public Schools. Ensures the effective implementation of the State standards in alignment with the Common Core Georgia Performance Standards (CCGPS) and Georgia Performance Standards (GPS). The Coordinator plans, implements, monitors and assesses curriculum/instructional initiatives for the Fine and Performing Arts program. Provides leadership for district-wide initiatives.

#### **MINIMUM REQUIREMENTS**

##### ***EDUCATION:***

- Master's Degree in Educational Leadership with major coursework in education and an emphasis in visual and performing arts required.

##### ***CERTIFICATION/LICENSE:***

- Georgia professional certification at a level 5 or higher in educational leadership.

##### ***WORK EXPERIENCE:***

- 3 years of successful work experience in instructional supervision and teaching experience in fine and/or performing arts.

#### **KNOWLEDGE, SKILLS & ABILITIES**

- Ability to effectively direct, plan, implement and evaluate programs in a school-based environment.



- Knowledge of and ability to work with the Georgia Standards of Excellence for Fine and Performing Arts Programs.
- Strong leadership and interpersonal skills with the ability to lead people and provide direction.
- Proficient knowledge of instructional effective practices, balanced assessments, and data analysis.
- Ability to communicate effectively with students, staff and the public from diverse cultural, social, economic, and educational backgrounds.
- Ability to work collaboratively with Coordinators within curriculum and instruction to design, implement, and/or monitor continuous improvement programs and/or services.
- Computer proficiency in Microsoft Suite including Word, Excel, and PowerPoint as well as software applications relevant to area of responsibility.
- Excellent time management skills and ability to prioritize work.
- Ability to be flexible and adapt as needed between in-person work environments.

### **ESSENTIAL DUTIES**

- Provides direction and leadership in the development of a comprehensive Fine and Performing Arts curriculum, which aligns with the Common Core Georgia Performance Standards (CCGPS) and the Georgia Performance Standards (GPS) for all K-12 schools.
- Provides leadership in the development, revision, administration and analysis of state assessments and locally developed common assessments.
- Supports teachers' analysis of assessment results to refine the curriculum and to support student learning.
- Coordinates the selection of instructional materials, supplies, equipment and textbooks to support the Fine and Performing Arts curriculum.
- Assesses the impact of the Fine and Performing Arts to ensure equity of offerings across schools.
- Supports the curriculum development and the instructional materials needs of all K-12 schools.
- Collaborates with other curriculum staff to assist schools in the development of master schedules designed to maximize student learning.
- Coordinates and implements student extra-curricular programs, such as Honor Chorus, marching band exhibitions, performance and summer programs.
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours.
- Performs other duties as assigned by an appropriate administrator or their representative.

### **PHYSICAL ABILITIES AND WORKING CONDITIONS**

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

**Vision:** Ability to read small print and view a computer screen for prolonged periods.

**Hearing:** Ability to tolerate exposure to noisy conditions.

**Speech:** Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.

**Upper Body Mobility:** Ability to use hands to grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.



**Strength:** Ability to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.

**Environmental Requirements:** Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

**Mental Requirements:** Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress.

**Remote Work Requirements:**

**Additional Work Conditions & Physical Abilities:** Ability to be flexible and adapt as needed between various in-person working environments.

***The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.***

***This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.***