

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

VISUAL AND PERFORMING ARTS COORDINATOR 9-12

SALARY SCHEDULE: INSTRUCTIONAL

COST CENTER: DISTRICT WIDE

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited university, preferably in relevant education or instructional fields. Postgraduate degrees or equivalent experience are a plus.
- Valid Florida Professional Teaching Certificate and authorization to teach the assigned subject areas(s).
- Three (3) years of teaching in the area of Fine Arts.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Builds positive relationships and collaborates effectively with administrators, faculty, district staff, students, and families.
- Possesses exceptional written and verbal communication skills to engage diverse audiences.
- Demonstrates strong interpersonal skills and excels in organization, theatre management, and team collaboration.
- Holds in-depth knowledge of Fine Art procedures and Florida Department of Education regulations.
- Ability to work with various stakeholders to support the Visual and Performing Arts program at the school site.
- Research and propose new program initiatives to enhance student/participant engagement and learning when needed.
- Ability to build consensus among the VPA department in organizing shows, art exhibits, and various performances.
- Maintains an active presence in the surrounding community by promoting the Visual and Performing Arts program.
- Maintains flexibility, independence, and efficient time management to consistently achieve goals.
- Commits to continuous personal and professional growth to stay abreast of best practices and innovations.

REPORTS TO:

School Principal

JOB OBJECTIVE:

The Visual and Performing Arts Coordinator will provide leadership and coordination for school-based Fine Arts programs to ensure that a high standard of excellence is achieved in the areas of the Arts.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- Develop and implement curriculum and instructional materials for visual and performing arts disciplines.
- Oversee program budgets and manage resource allocation.
- Coordinate the overall visual and performing arts program across the organization.
- Stay current on trends and best practices in visual and performing arts education/programming.
- Identify and secure funding opportunities through grants or sponsorships.
- Plan, organize, and execute visual arts exhibits, performances, and other events.

VISUAL & PERFORMING ARTS COORDINATOR 9-12 (Continued)

- Manage logistics for events, including scheduling, venue bookings, equipment rentals, and artist/performer contracts.
- Oversee technical aspects of productions and ensure adherence to safety protocols.
- Collaborate with community Fine Arts programs to promote events and generate audience interest.
- Recruit, train, and support visual and performing arts teachers and staff.
- Develop professional development opportunities for VPA staff throughout the school year.
- Manage volunteers to ensure volunteers are effectively utilized.
- Foster relationships with local arts organizations, artists, and performers.
- Plan and coordinate outreach programs to promote the arts program within the community.
- Organize artist-in-residence programs and workshops.
- Oversee fundraising initiatives related to the visual and performing arts program.
- Analyze data and reports to identify areas for improvement and program development.
- Prepare reports and presentations on the status and impact of the visual and performing arts program throughout the year.
- Maintain a safe and inclusive learning environment for all participants in the visual and performing arts program.
- Manage inventory of equipment and resources used in the program.
- Consistently delivers tasks on time and to a high standard.
- Willingly accepts and fulfills additional duties assigned by the Principal.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds frequently to move objects.

The demands of possible extended workdays for meetings, professional development, training, and/or community/school/district events require a high level of physical and mental endurance. This job requires the ability to handle and balance multiple demands simultaneously.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the district's approved compensation plan.
- Hours of employment shall be those established by the district. ~~(08)~~

EVALUATION:

The performance of this job will be evaluated in accordance with the provisions of the Board's policy on the evaluation of personnel.

Job Description Supplement No. 03

VISUAL & PERFORMING ARTS COORDINATOR 9-12 (Continued)