



EMPLOYEE NAME: _____

Revised; 7/85, 3/86, 2/88, 1/89; 1/91; 2/91; 3/93; 11/93;
 12/94; 3/95; 2/96; 2/98; 3/01; 12/02; 7/04; 3/05
 6/05; 9/05; 9/06; 4/08; 10/12; 2/13, 4/15, 3/17; 6/18; 3/21

JOB DESCRIPTION

POSITION TITLE: Supervisor, Performing Arts: K-12 Choral/General Music, Theatre, & Dance	JOB CODE: 621A
DIVISION: Academic – Teaching & Learning	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Applied Learning & Design	WORKDAYS: 238
REPORTS TO: Director of Applied Learning & Design	PAY GRADE: CS1 (5,6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides leadership in the organization, development, implementation, and evaluation of the choral, general music, theatre and dance curricula for grades K-12.	

REQUIREMENTS:

1.	Educational Level: Master’s degree required
2.	Certification/License Required: Valid Georgia Leadership Certificate
3.	Experience: 3 years’ experience teaching in the music, theatre or dance field; district or building leadership preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; leadership skills and organization skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Works with the Teaching & Learning staff to ensure a balanced and coordinated instructional program; manages content development, online resources, and documentation for the performing arts program; and guides the implementation of the content standards and learning engagement.
3.	Projects performing arts budgetary needs; monitors the use of allocated funds; develops and evaluates bid specifications and bid awards; and coordinates purchases of K-12 Choral/General Music, Theatre and Dance new furniture and equipment, in partnership with other District offices.
4.	Leads the design, coordination, management, and presentation of professional learning opportunities for K-12 Choral/General Music, Theatre and Dance.
5.	Provides leadership, support and assistance to local administrators and teachers regarding resolution of issues related to content standards, instruction, and program management.
6.	Participates in evening and weekend arts activities that directly support and are related to the implementation of the K-12 Choral/General Music, Theatre and Dance programs.
7.	Works with teachers and other instructional personnel in the effective assessment of student learning and the interpretation of data.
8.	Assists in the recruitment and review of performing arts applicants and provides guidance for local administrators regarding candidate selection.
9.	Works with Project Managers/Construction Department regarding new/remodeled arts classrooms and theaters.
10.	Leads special programs in K-12 Performing Arts, Governor’s Honors Program, K-8 Performing Arts Donation Program, District choral evaluations, and provides District representation in metro and statewide events and collaborates with community organizations and post-secondary institutions.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____