

CLOVIS UNIFIED SCHOOL DISTRICT

Position: Director, Visual and Performing Arts

Salary Schedule: Administrative Management

Reports to/Evaluated by: Associate Superintendent School Leadership

FLSA Status: Exempt

SUMMARY

Provides leadership for visual and performing arts programs in the district. Works with the Associate Superintendent, School Leadership to coordinate and articulate effective utilization of instructional and support services in visual and performing arts programs district wide. Assist in conferring with appropriate administrators on matters of mutual concern as requested by the Associate Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in interpreting policies, processes, and goals of pertinent educational programs to parents, students, and community.
- Plans, coordinates and runs district VAPA related competitions and events.
- Hires, supervises and evaluates elementary VAPA teachers.
- Has oversight of VAPA facility use and operations.
- Supports the Principals and staff in VAPA programs.
- Coordinate the implementation of VAPA services for the K-12 program.
- Reviews and approves all relevant budgets, requisitions, purchase orders, warehouse requisitions, textbooks, transportation requisitions, for VAPA.
- Conduct meetings and disseminating information to interpret changes and additions to Board policies and/or administrative regulations.
- Consult with site administration and staff members about school or department problems regarding personnel and the implementation of Board policy and administrative regulations.
- Provides leadership and supervision for all VAPA programs.
- Coordinates and mentors all 7-12 Learning Directors and provides staff development.
- Assist in overseeing and monitoring Elementary and Secondary VAPA programs. .
- Enforce all District policies, and District Codes of Conduct for students, staff, and other adults.
- Assist the Associate Superintendent of School Leadership, and/or the Superintendent to coordinate employee staffing and services, as needed.
- Assist the Associate Superintendent of School Leadership, and/or the Superintendent in development of systems to support organization and protocols for the School Leadership Division.
- Perform all other duties and assume such responsibilities as assigned by the Associate Superintendent, School Leadership, or the Superintendent.

- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS:

Abilities: Requires the ability to carry out the duties of the position and accomplish its objectives. Requires the ability to integrate a variety of district wide functions. Requires the ability to organize, train, direct, and motivate staff to achieve high levels of productivity. Requires the ability to solve complex problems requiring considerations of short and long-range implications to the district. Requires the ability to communicate effectively in written and oral formats.

Physical Abilities: Requires ambulatory ability to move to different offices and locations. Requires sufficient visual acuity to recognize words and numbers. Requires speech and auditory abilities to carry on conversations in large audience, personal, and telephone conversations.

Education and Experience: **California** Administrative Services Credential; a Master's degree, and five years classroom experience, or equivalent. Administrative experience as a school site principal and/or administrator experience or equivalent.

Licenses and Certificates: California Administrative Services Credential.

WORKING CONDITIONS: Work is performed indoors with minimal safety considerations.