

Santa Rosa County School District

Job Description

Supplemented Content Coordinator: **Secondary Art**

Reports to: Assistant Superintendent for Curriculum and Instruction

FLSA Status: Exempt

Department: Instructional Services

Prepared by: Human Resources

Date: December 12, 2019

Job Code: 20308

Principal Duties and Responsibilities (Essential Functions):

- Provide meaningful staff development and training for Secondary Art teachers in best practices and instructional strategies.
- Develop and provide resources for curriculum development to schools and teachers in order to improve student instruction in Secondary Art.
- Facilitate curriculum design to enhance the delivery of Secondary Art instruction.
- Maintain expertise in Secondary Art Education and best practices through ongoing professional development, participation in professional organizations, and professional reading and research.
- Actively seek opportunities to bring funding, resources, and recognition to district and state Secondary Art opportunities.
- Coordinate Art shows and displays for Secondary Art programs.
- Advise all Secondary Art teachers regarding activities and events pertaining to Secondary Art programs.
- Develop, recommend, and administer an assigned budget from the district.
- Prepare official district and state reports as appropriate and assist in the preparation of School Board meeting agenda as needed.
- Assist in the interpretation, implementation, and administration of applicable district, state, and federal policies, laws, grants, and regulations and in organizational analysis and development.
- Provide appropriate information to the Superintendent, Assistant Superintendent, or other personnel as requested including copies of meeting agendas and programs from events.
- Provide own method of transportation, when required, to visit various sites.
- Maintain official records and files and perform other incidental tasks consistent with the goals and objectives of this position.

Supervision Received:

Assistant Superintendent for Curriculum and Instruction

Supervision Exercised:

Activities, instruction, and staff development of all District teachers in assigned curricular area in cooperation with site administrator.

Minimum Qualifications & Skills Required:

1. Currently hold or eligible for Florida teaching certificate in assigned area(s) of specialization.
2. Five years' experience in public school education as a teacher in assigned curricular area(s).

Preferred:

None

Physical Demands:

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Instructional Compensation Plan
Curriculum Coordinator Supplement

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.