



SEGUIN INDEPENDENT SCHOOL DISTRICT

Job Description

JOB TITLE: Fine Arts Coordinator
REPORTS TO: Chief Academic Officer
DEPT/SCHOOL: Curriculum and Instruction

WAGE/HOUR STATUS: Exempt
PAY GRADE: Professional (3)
DAYS EMPLOYED: 226
DATE REVISED: April 2025

PRIMARY PURPOSE:

Direct and manage the Fine Arts programs for the district. Work to provide each student an opportunity to participate in the various programs and ensure compliance with all state and local requirements

QUALIFICATIONS:

Education/Certification:

- Master's Degree (preferred)
- Teacher Certification (in area of assignment)
- T-TESS Appraisal System certification

Special Knowledge/Skills:

- Strong organizational, communication, and interpersonal skills
- Knowledge of overall operations of music, dance, theater, and visual art programs
- Ability to manage and budget
- Knowledge of state policies governing competitive fine arts events including UIL
- Ability to assess instruction and curriculum
- Ability to communicate (verbal and written), interpret policy, procedures and data
- Master teacher skill level
- Strong leadership skills
- Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions

MAJOR RESPONSIBILITIES AND DUTIES:

Program Management

1. Provide leadership and serve as a consultant in developing and ensuring district wide continuity of the Fine Arts program, ensuring high standards and achievement of mandated essential elements.
2. Assume the responsibility for implementing the goals, policies and directives of the Superintendent, Assistant Superintendents, school board, TEA, UIL, and TMEA.
3. Coordinate scheduling and provide leadership in the planning and execution of individual school concerts, recitals, and other Fine Arts performances.
4. Assists with the development of rigorous, challenging curriculum (the writing scope and sequence and interim exams) and high-performance standards and guidelines for fine arts programs K-12.
5. Analyze the critical needs in assigned areas, conduct team efforts to design, implement, measure, and refine assigned programs, and lead quality improvement efforts.
6. Act as consultant to administrative and teaching staff in affairs concerning all Fine Arts programs.

7. Attend District fine arts programs, contests, exhibitions, productions and events.
8. Obtain and use evaluative findings, including student achievement data, to examine program/service effectiveness.
9. Secure consultants, specialists, materials, and other community resources to assist in meeting program goals.
10. See that up-to-date music library inventories are maintained in all schools.
11. Confer with music teachers on the condition of music equipment.
12. Be responsible for the maintenance and repair of all Fine Arts equipment.
13. Maintain an up-to-date inventory and be responsible for all Fine Arts department equipment.
14. Maintain the necessary records of proper management.
15. Work with all campus principals in developing band, theatre, dance, and choir daily class schedules. Develop district wide teaching schedules for Fine Arts staff. Work with campus principals to ensure that adequate Fine Arts personnel are available during all Fine Arts instruction periods.

Professional Growth and Development

16. Arrange and carry out in-service workshops and demonstrations on the Fine Arts subjects.
17. Keep abreast of current trends and research in Fine Arts through workshops, professional organizations and readings.
18. Encourage participation in professional development activities for self and staff.
19. Attend conferences and professional meetings to enhance knowledge and awareness of Fine Arts instruction.
20. Participate in appropriate professional organizations.

Communication

21. Establish and maintain favorable relationships with parents, local community groups, and individuals to foster understanding and solicit support for overall objectives and programs.
22. Liaison with outside agencies in the arts such as civic organizations, higher education, and private business related to the arts.
23. Establish and maintain communication with staff and students to foster a productive school climate.

Budget

24. Assist campus staff to prepare and recommend the budget for all 6-12 Fine Arts programs; including band, choir, orchestra and dance for high school and middle school programs.
25. Approve all band, orchestra and choir purchase orders.
26. Advise on the specifications for the purchase of music equipment.

Personnel Management

27. Assess instruction in the classroom and provide feedback, including assisting with improvement plans.
28. Use established criteria/job descriptions in recruitment, screening, selection, assignment, and orientation of staff as appropriate.
29. Assist the building principal and appraisers in the development of supplemental criteria under the Texas Teacher Evaluation Support System (T-TESS).
30. Participate with the Human Resources staff and principals in the screening, interviewing, and selection of Fine Arts staff.
31. Evaluates the effectiveness of novice and/or struggling teachers and provides support including classroom coaching, and demonstrations appropriate to various levels of instruction.
32. Perform other duties as assigned.

EQUIPMENT USED:

- Computer
- Distance learning technologies
- And/or other forms of instructional technology and equipment

WORKING CONDITIONS:**Mental/Physical Demands/Environment Demands:**

- Maintain emotional control under stress
- Frequent district-wide and/or statewide travel
- Occasional prolonged and irregular hours
- Work with frequent interruptions
- Frequent standing, stooping, bending, kneeling, pushing and pulling
- Prolonged use of computer and repetitive hand motions
- Occasional lifting up to 50 pounds

Other:

Work as a team member and with peers, teachers, students, campus personnel and principals; professional demeanor, resourcefulness, communicate effectively with diverse groups and accept supervision; work without day-to-day supervision; regular and punctual attendance at the workplace.

School Closure:

Be available by phone, email, or video conferencing during indicated work hours (confirm expected work hours with Supervisor) to confer with district personnel, students, and/or parents. The rest of the workday is committed to planning, preparing, implementing, and providing support to campus teachers, as instructed by your Supervisor.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Teaching Personnel.

I understand that a portion or all of my position could be funded using a Federal funding source (including extra duty pay, stipends, or compensation).

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Reviewed by _____ Date _____

Employee Signature _____ Date _____