

# Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Director, Fine Arts		Academic Services	Chief of Secondary Schools	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Administrative-Instructional	6	226	Exempt	April 2026

## **Primary Purpose:**

Direct and manage the district’s fine arts department in the four areas of the Fine Arts: Art, Dance, Music, and Theatre.

Ensure that the development and delivery of the fine arts curriculum and instructional program is effective and efficient, incorporates district goals, and supports student achievement.

## **Qualification Guidelines:**

### **Education/Certifications:**

Bachelor's Degree

Valid Texas Teacher Certification (Elementary and/or Secondary Fine Arts course of study)

Master's Degree in Educational Administration, preferred (experience may replace advanced degree)

### **Experience:**

Five years' experience as a classroom teacher preferably at the secondary level

Experience in the arts education field as demonstrated through state-wide and national appearances or presentations

Experience in an instructional leadership role (preferred)

### **Special Knowledge/Skills/Abilities:**

Extensive knowledge of fine arts curriculum, design, implementation and programs

Ability to interpret data and evaluate instructional programs and teaching effectiveness

Knowledge of recruitment networking in the arts education industry

Exceptional organizational skills and ability to monitor multiple programs simultaneously

Ability to manage budget and personnel

Ability to implement policy and procedures

Strong communication, public relations, and interpersonal skills

### **Supervisory Responsibilities:**

Fine Arts Center Manager, Fine Arts Secretary, Other Fine Arts Dept Staff

### **Mental/Physical/Environmental Demands:**

**Tools/Equipment Used:** Various musical instruments, standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

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**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; frequent districtwide and statewide travel; out-of-state travel possible

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress; communicate effectively and professionally at all times.

## Major Responsibilities and Duties:

### Instructional and Program Management

1. Oversee the development and delivery of fine arts programs that incorporate district goals and support student achievement.
2. Monitor and evaluate fine arts programs on an ongoing basis using input from teachers and principals, applied research, and student data to determine effectiveness and improve outcomes. Recommend changes and adjustments to the program where appropriate to meet student needs.
3. Encourage and support student performances, exhibits, and other displays of student work.
4. Ensure that the necessary time, resources, materials, and technology to support accomplishment of educational goals are available.
5. Participate in the district-level decision-making process to establish and review the district's goals and objectives related to instructional programs.
6. Engage instructional staff in evaluating and selecting instructional tools and materials to meet student learning needs.
7. Actively support the efforts of others to achieve district goals and objectives and campus performance objectives (academic excellence indicators).
8. Plan and provide staff development for fine arts teachers that supports instructional programs, incorporates input from teachers and principals, and is consistent with the district's mission.
9. Observe classroom instruction and provide feedback and assistance to fine arts teachers to facilitate instructional improvement and innovation. Participate in implementing the designated teacher appraisal system.

### Policy, Reports, and Law

10. Implement the policies established by federal and state law, State Board of Education rule, and local board policy.

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11. Compile, maintain, and file all reports, records, and other documents as required.

## Budget

12. Develop and administer fine arts department budget based on documented program needs and ensure that operations are cost effective, and funds are managed prudently.
13. Research grant possibilities for the fine arts department and oversee application of grants.

## Personnel Management

14. Actively recruit teachers and staff to build strong, highly effective teams at all campuses and in all areas of focus.
15. Oversee the onboarding of fine arts employees and establish mentoring plans as appropriate.
16. Prepare, review, and revise job descriptions in the fine arts department.
17. Select, train, evaluate, and supervise the fine arts department secretary and fine arts center manager and make recommendations relative to assignment, retention, discipline, and dismissal.

## Communication and Partnerships

18. Establish and maintain a professional relationship and open communication with principals, teachers, staff, parents, community members.
19. Establish and maintain a professional relationship and open communication with various fine arts community and state organizations.
20. Intentionally build strong partnerships and work collaboratively to build fine arts education throughout the community.
21. Actively network with leaders in fine arts education from other districts and organizations across the state.
22. Stay abreast of developments relating to fine arts education statewide and nationally.
23. Adhere to federal and state laws and district policies and regulations.
24. Perform all other duties as assigned.

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