Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified 2/27/2024

Supervisor, Visual and Performing Arts

Pay Scale: B
Level: 21
FLSA Status: Exempt
Job Family: Administration
Primary Location: Administrative Building

Department Overview
The Department of Instruction is charged with the development and implementation of high-quality education to improve student learning. DOI provides leadership, support, direction, and resources in the areas of curriculum, instruction, and assessment to create a climate of success for all learners. The Department includes the following teams: Elementary, Middle, High School Offices, Instructional Programs, Teaching & Learning, and School Administration.

Job Overview
The Visual and Performing Arts Supervisor is responsible for the organization, operation, and coordination of the Arts program for Loudoun County Public Schools. In accordance with these responsibilities the Art Supervisor plans, develops, implements, directs, and assesses the Art program in all Loudoun County Public Schools for grade levels 1-12.

Roles and Responsibilities
The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Provides functional and technical supervision over the work of teachers assigned to the Art program; advises and assists principals in the evaluation program for instructional personnel; fosters professional growth and building of staff morale; plans, coordinates, and presents group and individual in-service activities for instructional personnel; develops, coordinates, revises, and edits curriculum; evaluates effectiveness of instructional programs, determines needs, and develops plans to meet these needs; develops and administers the Art budget
- Selects conferences and coordinates teacher attendance, travel, lodging, and reimbursement; attends appropriate State and professional organization sponsored conferences and conventions; participates in professional organizations related to Art; keeps abreast of current research in Art education; keeps staff informed of State and National issues and trends in Art education
- Works with other central office personnel when appropriate to provide coordinated instructional services; maintains an inventory of equipment by school and schedules maintenance and replacement of Art equipment; responds to requests for information and materials from individual teachers, principals, and citizens; coordinates the annual shows, exhibits and other Art events; coordinates participation by students in local, regional, State, and National contests, competitions, and scholarship programs
- Serves as liaison with the State Supervisor of Art
- Prepares reports and attends meetings as the Assistant Superintendent may request

Qualifications
Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education
Master's Degree and a Postgraduate Professional License with an endorsement in Art

Experience
Five (5) years of progressive overall education experience in teaching, supervision, administration

Licenses and Certifications

Knowledge, Skills and Abilities
- Knowledge of state and federal statutes, regulations, and rules relating to instruction, curriculum, student learning and ability to advise interested parties of the provisions of the laws
- Ability to keep and maintain accurate records and to meet deadlines
- Possesses strong organizational skills and interpersonal skills
- Ability to communicate with individuals of varied cultural and educational backgrounds
- Demonstrate the leadership qualities and personal characteristics necessary for working effectively with administrators and teachers

Physical Requirements
The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment
The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure
Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.