

## Job Description

**Job Title:** Instructional Supervisor of Visual and Performing Arts    **Supervisor:** Executive Director of Curriculum & Development  
**Position Code:** 1E16 or AE16    **Pay Grade:** 42  
**Job Classification:** Exempt    **Contract Length:** 245 Days

### Job Summary

Position is responsible for planning, developing, implementing, and monitoring the division's visual arts and performing arts education programs. Position develops the curriculum, provides staff development, and prepares and monitors the program budget.

### Essential Duties

1. Supervises and administers division wide visual arts and performing arts education programs.
2. Assists in curriculum development, implementation, and revision.
3. Provides guidance in the selection of textbooks and other instructional materials and equipment for the programs.
4. Visits schools and observes classrooms on a regular basis to ensure consistency of what is taught from school to school and teacher to teacher in the visual arts and performing arts education programs.
5. Serves as a resource and advisor to principals and teachers regarding visual and performing arts education programs.
6. Assists teachers in the improvement of instructional performance.
7. Indirectly supervises school based art teachers, music and theater teachers and assists school principals with evaluating them.
8. Evaluates the effectiveness of instructional methods and programs and recommends revisions and improvements as needed.
9. Assists the human resources department with interviewing and recommending qualified candidates for art, music and theater education instructional positions.
10. Assists in developing and conducting division wide staff development for the visual and performing arts education instructional staff.
11. Prepares and monitors all program's budgets.
12. Coordinates meetings with specialists, department chairs, teachers, and administrators and disseminates information regarding current developments and teaching practices in the field.
13. Supervises the ordering, inventory, and distribution of materials and equipment for the visual art, theater and music education programs.
14. Coordinates division wide visual and performing arts educational activities and events such as the Summer Institute for the Arts, special exhibits and contests.
15. Coordinates division wide performing arts educational activities and events such as All City musical performances, the Summer Institute for the Arts, Young Audiences performances, Virginia Symphony concerts, and Virginia Opera performances, and Richmond Ballet.
16. Serves as the central office contact and liaison with parents and the community regarding the division's visual and performing arts instructional program.
17. Represents the school division in educational projects and initiatives at the local, regional, state, and national levels.
18. Develops appropriate advocacy positions/statements for visual and performing arts education.
19. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Initiates and maintains effective liaisons with other school divisions and professional societies to maintain a current knowledge in visual and performing arts education.

2. Performs any other related duties as assigned by the Executive Director of Curriculum & Development or other appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Master's degree and must complete requirements for a Virginia License in administration and supervision within 3 years of hire. Must possess considerable teaching experience that includes experience in visual and performing arts education. Some experience as a departmental head, lead teacher, or in a related instructional leadership position preferred. Must possess a comprehensive knowledge of the principles, practices, and current issues in the provision of visual and performing arts education program. Must possess the ability to guide and train teachers in effective instructional techniques and strategies. Must possess knowledge and effective skills in textbook selection, curriculum development and budget development. Must possess the ability to establish and maintain effective working relationships with teachers, students, the community, and administrative staff.

### **Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, walk and reach overhead.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office or school environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Assigned Staff

**Supervision Received:** Executive Director of Curriculum & Development

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Instructional Supervisor will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director of Curriculum & Development or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

### **Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date