

#86984

**ADMINISTRATIVE AND PROFESSIONAL SCHOOL STAFF
JOB DESCRIPTIONS**

POSITION TITLE: COORDINATOR OF THE ARTS (K-12)

REPORTS TO: Director, Curriculum, Assessment and Professional Learning

SUPERVISES: N/A

JOB GOAL: To work with principals and teachers (through advice and demonstration) to develop programs and instructional methods in order that students can develop an interest in, and appreciation of the arts through study, participation and skill development.

QUALIFICATIONS:

- Valid Manitoba Teaching Certificate
- Minimum of Bachelor of Education

EXPERIENCE:

Successful teaching experience in the Arts.

PERFORMANCE RESPONSIBILITIES:

1. To assist teachers and administrators with program development and instructional skills by advising on the selection and application of appropriate instruction and performance materials.
2. To assist with the development of inservice training programs for teachers to review methods and materials.
3. To assist and advise administrators and teachers with the preparation of budget recommendations for necessary instructional materials and equipment.
4. To participate in program evaluation by assisting the school principal and the Superintendent's department.

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ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

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5. To prepare reports as requested.
6. To assume responsibility for personal professional growth and development in the area of the Arts.
7. To review current materials being published and advise teachers and administrators on the use and availability of such materials.
8. To advise on the establishment of pilot programs within the Division and to assist in the implementation of new curricula.
9. To assist the directors of the Divisional Choirs with the planning of, concerts, trips, tours and camps, as well as to collaborate with the Divisional Choirs Inc. parent executive.
10. To assist the director of the Divisional Musical Theatre program.
11. To organize, oversee and promote The Integrated Arts Program.
12. To assist with the planning and implementation of extra-curricular activities (i.e. music festival, public performances, etc.).
13. To assist the Manager, Purchasing in drawing up specifications for all school musical instruments.
14. To assume other responsibilities as may be assigned.

TERMS OF EMPLOYMENT:

By annual appointment.

EVALUATION:

Evaluation will be carried out in accordance with provisions of the Board's policies on evaluation of professional personnel.

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