



Employee Name: \_\_\_\_\_

Revised: 7/85; 3/86; 2/88; 1/89; 2/91; 6/92; 3/93; 6/93; 11/93; 9/94;  
3/95; 10/96; 2/98; 4/01; 5/12; 10/12; 2/13; 7/16; 6/18; 9/20

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Supervisor, Learning Design & Visual Arts K-12	<b>JOB CODE:</b> 621A
<b>DIVISION:</b> Academics – Teaching & Learning	<b>SALARY SCHEDULE:</b> Annual Central Office Personnel
<b>DEPARTMENT:</b> Applied Learning and Design	<b>WORKDAYS:</b> 238
<b>REPORTS TO:</b> Director, Applied Learning and Design	<b>PAY GRADE:</b> CS1 (5, 6 or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides leadership in the organization, development, implementation and evaluation of visual arts and engagement for grades K-12.	

**REQUIREMENTS:**

1.	Educational Level: Master’s degree
2.	Certification/License Required: Valid Georgia Leadership Certificate
3.	Experience: 3 years of teaching experience in visual arts; district or building leadership preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; leadership; organization

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements:*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Works with the Teaching & Learning staff to ensure a balanced and coordinated instructional program; manages curriculum development, online resources, documentation and advocacy of visual arts program; and supports all teachers in implementation of the curriculum.
3.	Projects visual arts budgetary needs; monitors the use of allocated funds; develops and evaluates bid specifications and bid awards; coordinates purchases of K-12 Visual Arts new furniture, textbooks, supplementary materials and equipment; works with project managers and Construction Department regarding new and remodeled art classrooms.
4.	Coordinates, manages, and presents professional learning opportunities and in-service programs for K-12 Visual Arts teachers and local school leaders.
5.	Provides support and assistance to local administrators and teachers regarding resolution of issues related to curriculum and instruction.
6.	Participates in evening and weekend arts activities that directly support, and are related to, implementation of the K-12 Visual Arts curricula.
7.	Coordinates and evaluates the Artist at School Program and other special programs including local school art shows, Art Symposium, and other local and state programs and events.
8.	Assists with the implementation of all SACS, Georgia Standards, State and Federal regulations related to the K-12 Visual Arts programs.
9.	Works with teachers and other instructional personnel in the effective assessment of students’ learning and the interpretation of data.
10.	Assists in the review of visual arts applicants and provides support for local administrators regarding selection of candidates and new hires.
11.	Acts as liaison between schools and higher education communities, museums, art supply vendors and arts organizations.

12.	Leads communication, marketing and branding efforts for the Teaching & Learning Division and works with schools as applicable.
13.	Leads, with other Teaching & Learning personnel, the transformation of school learning spaces to best facilitate engaged learning.
14.	Works with district and local school personnel to implement models for engaged learning K-12.
15.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_