

Position Title:	Director of Fine Arts
Date Modified:	September 2023
FLSA Classification:	Exempt
Reports to:	Head of School
Position Purpose:	Responsible for all Fine Arts curricular instruction, financial budgeting, and programs for students two years old through grade twelve.
Work Hours:	7:30 a.m. – 4:00 p.m.
Work Calendar:	Full Year
PTO Designation:	Head (Blackout Dates May Apply)

The Director of Fine Arts teaches Upper School Fine Arts courses and works closely with other faculty members to create interdisciplinary units and courses. Creates a well-rounded, comprehensive instructional program that reflects best practice through inquiry and research-based instruction.

Essential Functions and Tasks

- Works directly with the Division Heads to initiate, implement, and oversee the Fine Arts day-to-day programs for students.
- Teach Upper School Fine Arts as scheduled by the Head of Upper School.
- Supervises the fine arts faculty for primary, lower, and middle schools and the Fine Arts and Athletics office manager.
- Serves as an advisor to a group of advisees.
- Provides for students a supportive, orderly, and interactive classroom environment where creative learning takes place.
- Serves as a mentor to colleagues in manners of classroom management, teaching methods and school procedures.
- Provides academic guidance to students; serves as student advocate, helping students and families respond to specific academic, emotional, and developmental challenges.
- Communicates with parents, administrators, student services and with chaplains concerning the emotional and physical well-being of students.
- Plans and works cooperatively with the Chief Financial Officer and the Head of School to prepare all Fine Arts budget information and expenditures.
- Responsible for all marketing and promotional information (with marketing dept.) and arts-related social media posts.
- Prepares board reports as needed.
- Prepares and stewards the school's financial resources for the Fine Arts.
- Routinely uses an Interdisciplinary approach and project-based curriculum to bolster a student-centered, inquiry-based instructional design.

- Informs the Division Administration, the Chaplain, the Director of Student Services, and the school Nurse of emotional, academic and physical wellbeing of students.
- Works cooperatively with specialists, administration, and faculty to promote a positive work environment based on a growth mindset.
- Examines the current curriculum with recommendations for updates, revisions, and enhancements.
- Supervises, produces and/or directs all Upper School performance productions as needed.
- Hires and supervises outside vendors related to arts productions.
- Works closely with the Athletic Director to create balanced extracurricular and sports programming with a focus towards student wellness.
- Collaborates with colleagues and students to resolve scheduling conflicts.
- Supervises and evaluates teachers within the fine arts department and provides feedback to teachers and administrators for evaluation and professional growth of classroom teachers.
- Organizes and attends all fine arts events and related activities.
- Responsible for arts community building events such as the SFES Arts Festival, Pre-show and post-show receptions, coordinating the ISAS Arts Festival, the on-campus Mural Project, and the Art Car Parade.
- Supports the Schools fundraising efforts and activities.
- Assists in the recruitment and selection of new and replacement instructional and support faculty as needed.
- Responsible for working with various departments on campus, such as the Admissions Team, on recruitment and retention.
- Works evenings and weekends as required.
- Other duties as assigned by the Head of School including extracurricular.
- Ensures upper school facilities are ready for the start of school each day.
- Knowledgeable about Veracross and other student management software.
- Completes various Tasks related to the employee's yearly goals and the school's long range and strategic financial plan.
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- Maintains congruence between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the upper school classroom.
- Assists the Head of School and other Senior Leadership Team members with school long-range planning.
- Adheres to and is well versed in school policies in all areas of student interaction.
- Complies with the Employee and School Handbooks and makes recommendations to the division head about potential revisions and updates to the School Handbook.
- Takes part in the Professional Growth and Evaluation Program for new and existing faculty within the department.

- Is assessed through the Professional Growth and Evaluation Program and enthusiastically participates in professional growth opportunities.

- Commits to the Employee Expectations and Standards of Professional Excellence as the non-negotiable foundations for employment at St. Francis Episcopal School and complies with Physical Requirements and Work Environment.
- Employee may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

Qualifications

- Bachelor's degree in education; master's degree preferred.
- A minimum of five years of teaching in an independent school environment is preferred.
- Excellent verbal and written communications skills.
- Demonstrated leadership and facilitative skills, including the ability to relate effectively with administrators, operations staff, colleagues, parents, and students.

Physical Requirements and Work Environment

- Occasionally lifts to 30 pounds.
- Generally, works in standard office conditions and climate.
- May work in varied extreme outside weather conditions during school events, special activities and fundraising events.
- Ability to work in a highly stressful environment dealing with a wide variety of challenges and deadlines.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, reach, stand for extended periods of time.