

Coordinator IV, Elementary and Secondary Fine Arts

Position Details

Job Code: U7403

Reference Code: A145

Division/Unit: Curriculum and Instruction

Classification: Licensed Administrator

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for providing leadership, coordination, and specialized support for elementary and secondary fine arts teachers and administrators in the development of effective music, visual arts, and arts integration programs.

Responsibilities include coordination of performing and presenting events and activities for students, teachers, administrator, parents/guardians, and community members. This position collaborates with local, regional, state, and national organizations, businesses, and institutions of higher education. This position is directly responsible to the Director, K-12 Humanities, Curriculum and Instruction Division (CID), Academic Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Provides instructional leadership, coordination, and specialized support for elementary music and elementary and secondary visual arts teachers and administrators in curriculum development, professional learning opportunities, instruction, research, and program development.
2. Plans, develops, and coordinates implementation of new and/or revised

- curriculum and documents and resources for elementary music and elementary and secondary visual arts, with input and monitoring of arts content on the Curriculum Engine.
3. Works effectively with administrators and classroom teachers at assigned schools to implement effective music and visual arts instruction.
 4. Provides site observations of new teachers and teachers in need of improvement.
 5. Gathers, evaluates, and disseminates research-based practices in standards, curriculum, instruction, and assessment
 6. Leads, organizes, recruits, selects teacher task forces, and works with these task forces to create new and/or revised elementary music and elementary and secondary visual arts curriculum and curricular resources.
 7. Leads, organizes, and coordinates the textbook adoption process for elementary music and elementary and secondary visual arts in collaboration with the Purchasing, Warehousing, Mail Services, and Graphic Arts (PVMG) Department.
 8. Develops and updates Curriculum documents for the Curriculum Commission including site-specific course development.
 9. Plans, prepares, and conducts professional learning opportunities for elementary music and elementary and secondary visual arts teachers.
 10. Recruits, organizes, selects teacher task forces, and leads these task forces to create new and/or revised elementary music and elementary and secondary visual arts professional learning.
 11. Coordinates mentor training and related programs for elementary music and elementary and secondary visual arts teachers and assist with new teacher retention.
 12. Plans, organizes, and implements arts integration professional learning summer institute for K-12 teachers in all content areas in coordination with the Engagement Office and community partners.
 13. Supervises and directs teacher consultants in elementary music and visual arts in professional learning opportunities and site-based support.
 14. Plans, prepares, and conducts professional learning opportunities for Elementary music and visual arts teachers and administrators.
 15. Plans, organizes, and implements Elementary Music Area Festivals, University of Nevada Las Vegas (UNLV) Choral Festivals, the annual Elementary Music Orff Festival, elementary dedication ceremonies, and requested community performances.

16. Plans, organizes, and implements elementary and secondary art displays for VOICE, the Public Education Foundation (PEF) events, and other community events.
17. Collaborates with and assists the Engagement Office with the development of teaching materials and the planning and implementation of arts-based programs by community partnerships to include music performances, theater and dance experiences, and visual arts displays and contests.
18. Coordinates and leads the Any Given Child of Southern Nevada Initiative with the Kennedy Center, the Smith Center, the Community Arts Team, and the Engagement Office to include all aspects of the organization, communication, program development and implementation of student services and adult professional learning.
19. Collaborates with the Kennedy Center, the Smith Center, and the Engagement Office for the Partners in Education initiative to include all aspects of the organization, communication, program development, and implementation of student services and adult professional learning.
20. Works collaboratively with the Advanced Placement team to plan professional learning for Advanced Placement (AP) teachers and student events for AP students.
21. Provides support and training for administrators in the supervision of elementary music and elementary and secondary visual arts teachers.
22. Provides staffing assistance to administrators in elementary music and elementary and secondary visual arts teachers.
23. Assists Clark County School District (CCSD) Human Resources (HR) and administrators with staffing and scheduling issues at school sites for elementary music, and elementary and secondary visual arts teachers.
24. Assists CCSD HR and university arts departments with placement and monitoring of practicum students and student teachers in elementary music and elementary and secondary visual arts.
25. Provides site observations of pre-service teachers and meet with prospective teachers from other states to facilitate the recruitment process.
26. Seeks, directs, and coordinates grant programs serving the K-12 Fine Arts Department, including all aspects of organization, communication, program development, implementation, personnel, and fiscal responsibility.
27. Collaborates with university experts in music and visual arts on research-based strategies that lead to improved student achievement and communicate this information to classroom teachers.
28. Develops and coordinates equipment standards for schools in collaboration with the Purchasing Department.

29. Represents, serves as a liaison, and facilitates services and resources provided for CCSD students and teachers by national, regional, state, and local arts organizations.
 30. Oversees budgets for Elementary Fine Arts, Community Press, and Orff Festival.
 31. Monitors Elementary Music, Visual Arts, and Elementary and Secondary Visual
 32. Arts conference sites on Google.
 33. Coordinates the procurement, documentation, and dissemination of Arts Department resources for technology, iPads inventory, and costume library, arts materials in the CID Library, and art display panels and pedestals.
 34. Collects and maintains report data and appropriate documentation for all project activities and report to appropriate departments.
 35. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of CCSD Policies Regulation.
2. Knowledge of Nevada Revised Statute (NRS) Nevada Academic Code (NAC).
3. Detailed knowledge of Nevada Academic Content Standards (NVACS) in fine arts.
4. Detailed knowledge of Copyright law.
5. Detailed knowledge of District adopted curriculum, textbooks, and resources.
6. Knowledge of District- and school-level instructional planning and curricular design.
7. Detailed knowledge of and training in advanced pedagogical techniques pertaining to arts education: Music: Orff, Kodaly, Dalcroze; Visual Arts: Disciplined-Based Arts Education; Arts Integration.
8. Knowledge of Budgetary process.
9. Knowledge of Federal Education law such as the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and Every Student Succeeds Act (ESSA).
10. Knowledge of legalities associated with personnel management and supervision.
11. Knowledge of project planning, management, and evaluation theory and practices.
12. Knowledge of and ability to working with diverse adult and student populations.
13. Ability to successfully utilize basic computer programs and District systems for communication, training, curriculum, and grading such as Word, PowerPoint, Excel, Publisher, and Curriculum Engine.
14. Ability to communicate clearly both verbally and in writing.
15. Ability to work cooperatively with school and administrative personnel.

16. Ability to write, analyze, and edit curriculum documents.
 17. Effective presentation and leadership skills.
 18. Superior editing/proofreading ability.
 19. Self-confidence, initiative, self-directions, interpersonal skills, and motivation.
 20. High level of skills planning, organizing, and coordinating multiple initiative and job-related tasks.
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Position Requirements

Education and Training

An earned master's degree in Curriculum and Instruction, Educational Leadership, or in a related field from an accredited college or university.

Licenses and Certifications

1. Must possess or be able to acquire, by the time of appointment to the position, a valid K-12 Music or Visual Arts license.
2. Must possess or be able to acquire, by the time of appointment to the position, a Nevada school administrative endorsement, as appropriate.
3. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K-12 public or private school and be able to acquire, by time of appointment, appropriate Nevada school administrative endorsement; (or) have previously demonstrated at least three (3) years of successful licensed teaching in an accredited K-12 public or private school and currently hold a valid Nevada school administrative endorsement.
2. Leadership experience with Elementary or Secondary Arts Curriculum Task Forces.
3. Demonstrated successful experiences in working with ethnically-diverse adult and student populations.
4. Experience with copyright law and application to school settings.
5. Leadership experience in conducting professional learning for teachers of varying styles and learning modalities.

Preferred Qualifications

1. Successful experience in leading professional learning sessions for teacher and administrators in the area of elementary drama, music, and/or visual art.

2. Strong curriculum background and experience with instructional planning and leadership at a school or school District level.
3. Thorough knowledge of the Clark County School District's English language acquisition initiatives.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 08/24/23
- Created: 12/05/08