

CITY SCHOOL DISTRICT - ROCHESTER, NEW YORK

JOB POSITION DESCRIPTION

**Executive Director of the Performing Arts –
Bracket I**

Position Title (Twelve Month)

October 2014

Date

Teaching and Learning Division

Location

**Deputy Superintendent of
Teaching and Learning**

Reports To

PRIMARY PURPOSE: The Executive Director of the Performing Arts is responsible for providing overall strategic leadership for K-12 arts programs. The Executive Director will provide new and additional arts access, increase equity and ensure quality arts learning experiences for all students. There will be an emphasis on building stronger links with the greater arts community, expanding arts programs in schools, and providing a cohesive vision for arts programming across the District. The position will be responsible for systemic arts improvements that include expanding and creating new programming within schools and with external partners. The Executive Director will also be charged with highlighting the District's commitment to the arts within the District and to the greater community. Performing Arts encompasses Visual Arts, Theater, Dance and Music.

CRITICAL JOB FUNCTIONS:

- Provide primary leadership, management, and strategic direction for Performing Arts education services and programmatic development for the District.
 - Implement strategies and goals that improve arts education.
 - Work closely with school and district leaders and external partners to support school-level and District-wide implementation of expanded, high-quality arts instruction.
 - Develop systems that address logistical support needs at the school level and also ensure that instruction is of high quality using curriculum enhancements, professional development, and best practices.
 - Lead effective communications with internal and external audiences to ensure alignment of goals and strategies and effective use of resources.
 - Lead outreach efforts to engage students, families and the broader community in support of performing arts education.
 - Represent the District at relevant community meetings and professional gatherings.
 - Develop and maintain relationships with internal and external stakeholders and partners focused on strategic coordination of partnerships and acquisition of resources to support high-quality, expanded arts instruction.
 - Develop and implement a multi-year plan to support sustained and expanded arts education within District schools.
 - Ensure equitable distribution of performing arts learning opportunities for all students.
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AREAS OF ACCOUNTABILITY:

- Implement department goals and objectives annually and perform all other tasks and duties as assigned by the Deputy Superintendent of Teaching and Learning.
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FUNCTIONAL TASKS OF THIS ROLE:

- Collaborate with other District departments to increase parent understanding of and engagement in the arts.
- Collaborate with the Executive Director of Teaching and Learning to improve instructional models and effective uses of resources.
- Develop and implement opportunities for schools and the community to become deeply knowledgeable about the impact of the arts on educational outcomes.

EXPERIENCE, EDUCATION AND CERTIFICATION:

- At least 10 years of effective Performing Arts teaching experience as evidenced by enhanced student achievement.
- At least 5 years of experience as a district-level administrator with primary responsibility for oversight of Performing Arts programs.
- Demonstrated expertise in delivering high quality professional development.
- Demonstrated expertise in verbal and written communication and strong interpersonal skills.
- Demonstrated ability to function effectively with all levels of management throughout the District.
- Demonstrated project management skills and ability to see projects involving multiple stakeholders and activities through to completion.
- Ability to analyze data and apply analysis to refine and improve program strategies and implementation.
- Master's Degree in Education
- NYS Teacher's Certification in one of the (above noted) Performing Arts
- New York State Certification for School District Administrator (SDA) or School District Leader (SDL)