

Chinquapin Art Teacher Job Description

JOB GOAL:

To ensure that the Chinquapin art program serves and enhances the school's mission

QUALIFICATIONS:

1. Bachelor's Degree or higher in relevant field of study
2. Ability to develop, organize and implement programs
3. Teaching experienced preferred

REPORTS TO: School Director and Fine Arts Department Chair

SUPERVISES:

1. HS and MS art curriculum and courses
2. Art competitions, field trips, workshops, showcases, etc.

PERFORMANCE RESPONSIBILITIES:

Program Planning

1. Direct and manage campus arts program and facilities.
2. Maintain an active program that promotes good art craftsmanship and student artistic and personal development.
3. Plan necessary time, resources, and materials to support accomplishment of Fine Arts department goals.
4. Ensure the growth of the art program and develop art opportunities when the need and interest arise.
5. Coordinate the HS and MS art programs in collaboration with competitions and opportunities to ascertain programmatic needs to ensure quality and consistency of program
6. Other duties as assigned by the School Director and or his/her designee.

Art

1. Prepare for and teach art for interscholastic Fine Arts competitions
2. Arrange transportation, lodging, and meals for out-of-town art events
3. Oversee process of cleaning, repairing, and storing all art equipment
4. Coordinate the use of all art facilities.
5. Plan, organize, and supervise all art awards programs with Fine Arts Department

Budget and Inventory

1. Update the art budget and ensure that programs are cost effective and that funds are managed prudently
2. Compile budgets and cost estimates based on documented program needs
3. Maintain a current inventory of supplies and equipment and recommend disposal and replacement of equipment when necessary

Faculty Member Responsibility

1. Attend educational conferences, workshops, and meetings related to professional growth and job performance
2. Prepare board, administrative, and staff reports in a timely and professional manner when requested
3. Ensure all operations within responsibilities contribute to District and department goals
4. Participate in general Fine Arts department meetings and activities
5. Work in harmony with supervisory, faculty, and peer personnel
6. Use professional information discreetly and judiciously
7. Represent the school to the community in a positive and professional way
8. Maintain a sincere, friendly attitude toward patrons
9. Remain available for substitution roles
10. Work with the Parent Association to develop programs for the Fine Arts department

CONDUCT:

Each staff member shall maintain proper safety and security protocols at all times to ensure safety is the top priority.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has the responsibility to support the mission and advance the vision of Chinquapin Preparatory School.

Chinquapin Preparatory School does not discriminate in admissions, hiring or firing of faculty/staff, selection of volunteers and vendors, and provision of services against any individual on the basis of sex, sexual orientation, gender identity (gender expression), marital status, age, disability, race, color, national or ethnic origin (ancestry), military status, or religion (creed) in any of its activities or operations in accordance with the Civil Rights Act of 1964. Chinquapin is committed to providing an inclusive and welcoming environment for all members of our Board, faculty/staff, students/families, volunteers, subcontractors, vendors, and donors. Title IX of the Education Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence such as rape, sexual assault, sexual battery, and sexual coercion. Chinquapin Preparatory School does not discriminate on the basis of sex in education programs and/or activities, admissions, or employment. Any member of the Chinquapin community should promptly report any instances of discrimination, harassment, or violence.