



STAFF PERSONNEL POSITION DESCRIPTION

Position:	Fine Arts Director
Employment Schedule:	10 Month
Evaluation:	Annual
Reports to:	Secondary Principal
Supervises:	Fine Arts Staff, Students
Compensation:	Per Experience

Position Purpose:

The Fine Arts Director is appointed by and operates under the direct supervision of the Secondary Principal. The Secondary Principal conducts regular and annual evaluations of the Director's performance. The Fine Arts Director is responsible for overseeing the entire Fine Arts program, which includes all art courses, bands, choirs, and theater productions. Teachers assigned to the Fine Arts Department report to the Fine Arts Director regarding instructional and performance-related matters.

Essential Duties and Responsibilities:

Administration

The Fine Arts Director ensures the effective and efficient operation of the Fine Arts department, including:

- Assisting in the selection and hiring of Fine Arts personnel in collaboration with administration.
- Supervising all Fine Arts personnel in matters related to instruction, performance, and departmental responsibilities.
- Collaborating with Fine Arts staff to plan and schedule art shows, concerts, rehearsals, competitions, tours, and related events.
- Identifying appropriate performance venues, scheduling events, and completing all necessary activity request forms to secure locations.
- Managing requisition, allocation, and repair of any equipment, production licensing, music, supplies, and awards within the approved budget.
- Overseeing the maintenance of equipment, instruments, the music library, and other departmental resources.
- Organizing and overseeing Fine Arts fundraisers, including maintaining accurate records and responsibly allocating raised funds in alignment with departmental goals and school policies.
- Keeping records of band, choir, and individual student achievements.
- Staying informed of and complying with requirements of relevant associations.
- Keeping administration informed of key decisions, accomplishments, and challenges requiring support.
- Representing ECA at Fine Arts conferences, concerts, and events in alignment with the school's philosophy and goals.
- Assisting in the development of the annual Fine Arts budget and overseeing its implementation.

Supervision

The Fine Arts Director integrates spiritual truth throughout the program by:

- Providing leadership for all Fine Arts events.

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- Supporting Fine Arts personnel in managing daily challenges such as rehearsals, pedagogy, and student discipline.
- Establishing and evaluating guidelines for conduct, attitudes, morale, and discipline for both staff and students, in accordance with school policy and biblical principles.
- Managing scheduling and staffing for private music lessons.
- Promoting and supporting professional development among Fine Arts staff.

Biblical Integration

The Fine Arts Director will integrate spiritual truth and life into the entire program. Therefore, he/she will do the following:

- Developing and communicating a Christian philosophy of Fine Arts to teachers, students, and parents.
- Setting specific integration goals and regularly evaluating program outcomes.
- Encouraging devotional and prayer practices within each Fine Arts group and its leadership.

Promotion

The Fine Arts Director promotes the school and its Fine Arts program to the broader community by:

- Distributing schedules for all Fine Arts events.
- Reporting achievements of Fine Arts groups.
- Recognizing student efforts and accomplishments through an awards program.

General

- Teach and fulfill other responsibilities as assigned by the Secondary Principal.
- Attend conferences, workshops, and training to remain current in all relevant areas.
- Ensure the appearance and upkeep of all Fine Arts classrooms and practice spaces.
- Manage all ISSMA registrations and related administrative tasks.
- Oversee all Fine Arts performances and assist staff with scheduling.
- Organize and prepare students for participation in ISSMA solo and ensemble contests.
- Coordinate choir and band tours for high school groups.

Spiritual Qualifications

- A clear Christian testimony of salvation, a mature and godly spirit, and a lifestyle of biblical integrity.
- Agreement with and support for Elkhart Christian Academy's Statement of Faith, Vision, Mission, and Values.
- A deep commitment to and understanding of Christian education principles.

Position Qualifications:

- Bachelor's Degree (master's degree preferred).
- Organized and supportive leader committed to developing team members.
- Strong written and verbal communication skills.
- Ability to work with and lead a diverse group of individuals.

Physical Demands:

- Ability to sit, stand, walk, and move throughout the classroom for extended periods.
- Clear hearing and speech for effective instruction and communication.
- Ability to lift and carry classroom materials as needed.