

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0627
Pay Grade: C07

FLSA: Exempt

SUPERVISOR, PK-12 VISUAL ARTS

MAJOR FUNCTION:

The primary responsibilities of this position are to give leadership to the elementary and secondary art programs and to improve the art curriculum by coordinating its many facets, i.e., personnel, facilities, materials and resources.

DUTIES AND RESPONSIBILITIES:

- Writes educational specifications for new art facilities.
- Supervises the writing of art curriculum on elementary, middle, and high school levels.
- Supervises and organizes evaluation of art materials on bid and determines those materials to be accepted.
- Develops and manages budget for the department.
- Coordinates State Fair and Scholastic Art Exhibits.
- Schedules and coordinates art mobile exhibitions.
- Interviews, reviews applications, and recommends prospective elementary and secondary art teachers to principals.
- Recommends placement of interns in elementary and secondary schools.
- Makes decisions on purchase of audio-visual and other instructional materials for Resource Center.
- Conducts meetings for high and middle school art department chairpersons.
- Writes memos for inter- and intra-departmental communication.
- Appoints and coordinates textbook evaluation committees in elementary and secondary art.
- Assists teachers advisory committee on approval or disapproval of community requests for artwork and contests.
- Develops descriptive publicity on exhibits, contests, and other art projects for student and teacher participation.
- Conducts visitations to schools and classroom observations to monitor instructional programs and to provide consultative services, curriculum review, and program development on a countywide basis.
- Develops prescriptions for the improvement of teacher performance.
- Participates in community, county, and state committees and associations; e.g., curriculum; local, state, and national art education organizations, Pinellas County Arts Council; Scholastic Art Award.
- Exhibits and directs the exhibition of artwork at the central office premises and community sites.
- Develops grants in the visual arts. Implements grants as received.
- Develops and implements professional education in art education for teachers.
- Performs other duties related to general administrative responsibilities as assigned by the immediate supervisor.
- Assigns itinerant art teachers to elementary schools.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Master's degree from an accredited college or university with certification in Art. State certification in Supervision, Educational Leadership, or an equivalent certification as defined by the Florida Department of Education. Five (5) years successful teaching experience. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

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PREFERRED:

Teaching experience in both elementary and secondary art.

ISSUED: 3/82; BOARD APPROVED 4/9/86; REVISED: 7/88; BOARD APPROVED: 9/13/89; REVISED: 8/90 (D&R ONLY) BMP; REVISED: 7/91 PBL; BOARD APPROVED: 8/14/91; TITLE REVISED: 5/92 BMP; BOARD APPROVED: 5/13/92; MQ'S REVISED: 5/92 PBL; BOARD APPROVED: 5/27/92; REVISED: 7/97 PBL; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; TITLE CHANGE & D&R REVISED: 9/05 AK; BOARD APPROVED: 9/27/05.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

SUPERVISOR, PK-12 VISUAL ARTS

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Supervisor, PK-12 Visual Arts – ADM