

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Elementary Art Director

Supervisor: Building Administrator or Curriculum Director
FLSA Status: Exempt **Employee Group:** Differential

Qualifications:

1. Valid Illinois teaching certificate, currently registered
2. Ability to develop effective professional relationships with colleagues and Administrators.

Terms of Employment:

- Differential
- Year to Year Contract

Duties and Responsibilities:

1. Oversee budget for elementary art program.
2. Maintain inventory and coordinate use of elementary art items that can be shared among the schools
3. Provide input to Art teachers regarding program ideas, classroom management strategies, curriculum suggestions, etc.
4. Oversee and schedule the art displays at HAC.
5. Coordinate annual art screening in all elementary schools for admission into Fine Arts Academy.
6. Assist with testing of students for the Fine Arts Academy.
7. Serve as an advocate for the visual arts program.
8. Plan and facilitate meetings with elementary art teachers.
9. Keep current with best practices and requirements as they relate to your job assignment.
10. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.
11. Represent the Harlem Consolidated School District in a professional manner.
12. Utilize an appropriate range of instructional strategies and curriculum resources encompassing all forms of diversity while promoting equity and inclusion.