



Job Posting
FINE ARTS COORDINATOR
November 18, 2024

- Description:** The Coordinator of Fine Arts supervises the curriculum and instruction of the educational programs in the areas of music, visual art, drama/theatre, speech and other related gifted activities; and acts as a liaison with school personnel, parents, community, and educational institutions.
- Employment Status:** Full-time, Effective August 1, 2025
- Salary/Benefits:** Commensurate with experience. The Tri-County Educational Service Center offers a competitive benefit package including medical/dental/prescription, retirement, life insurance, etc.
- Contract:** 220 days
- Application:** Initially, send a letter of interest and resume to Tri-County ESC, Kris Perone, 741 Winkler Dr, Wooster OH 44691 -or- email to tesc_stoler@tccsa.net

The Tri-County Educational Service Center serves Ashland, Holmes, and Wayne counties by providing support in professional development, administrative services, enhanced educational services for students, curriculum development and programming, as well as fiscal management.

Essential Functions:

- Maintain at least minimum certification/licensure required for this position
- Observe and assist new and experienced teachers concerning curriculum, materials, and instructional methods in arts education
- Organize and/or conduct inservice programs, workshops, and field experiences in the arts
- Attend meetings at state and local levels and continue to learn in order to keep local teachers and administrators informed of current trends, methodology, and critical issues in arts education
- Display positive leadership and serve as spokesperson in the Tri-County Educational Service area concerning the arts in education
- Assist local and city districts with Fine Arts' audits as requested by area superintendents, assist local and city districts in the screening of Fine Arts' candidates for various positions within the Tri-County Educational Service area
- Engage in collaborative and collegial interactions with the other professionals of the Curriculum and Instruction Department

Other Duties and Responsibilities:

- Attend all scheduled curriculum and instruction meetings

- Plan, coordinate, publicize, develop and administer budgets for student activities in the arts. i.e. Wayne County Fair Art Exhibit and Band Show, Bandarama, Solo & Ensemble Festival, Elementary & Secondary Art Exhibits, Festival of Choirs, High School Play Festival, Project Partnership, Honors Band & Choir, Children's Symphony & Chorus
- Serve as liaison with local arts programs, arts organizations, businesses, service organizations and cultural institutions. i.e. Wayne Center for the Arts, Wooster Symphony Orchestra, College of Wooster, Ashland University
- Actively pursue funding for arts programs.
- Assist with special programs and with writing grant proposals as requested by local districts and as needed at the county level
- Keep administrators and teachers informed of gifted activities available to them and/or their students
- Maintain a library of fine arts resource materials available to all teachers
- Conduct surveys and studies pertinent to arts education and as needed for revision purposes or the enactment of new programs
- Perform all other reasonable duties deemed necessary by the ESC Superintendent or Assistant Superintendent.

Qualifications:

- Master's degree (M.A.) and appropriate state of Ohio certification/licensure
- Evidence of successful experience related to curriculum development, staff development, and leadership.
- Supervisory experience preferred
- Gifted endorsement preferred or ability to obtain
- Alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Knowledge of Board policies and procedures; instructional practices and educational techniques in arts education; resource persons and arts agencies; curricular content K-12 in the areas of music, visual art, drama/theatre, and speech; supervisory techniques; evaluation and assessment practices and theory; public relations; and other job-related information
- This position requires that the individual have strong technology skills to utilize technology as a resource for the day-to-day completion of job requirements.
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Knowledge of and experience in data analysis/interpretation

Additional Working Conditions:

- Occasionally lift, carry, push, and pull various items up to a maximum of 25 pounds
- Occasional requirement to travel
- Regular operation of a vehicle to travel between school districts
- Occasional extended work hours necessary to complete duties
- Occasional overnight stays for conferences/meetings
- Occasional attendance of out-of-town meetings.

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