

Category: **Administration/Director**

Date Posted: **6/12/2017**

Location: **Administrative Office**

Date of Availability: **10/02/2017**

Date Closing: **06/30/2017**

**ADMINISTRATIVE JOB OPENING
2017-2018 SCHOOL YEAR
REPOST**

BRIDGEPORT PUBLIC SCHOOLS

Dr. Aresta L. Johnson

45 Lyon Terrace, Suite 310

Superintendent

Bridgeport, CT 06604

Closing Date: June 30, 2017

**DIRECTOR OF PERFORMING AND VISUAL ARTS
BCAS – 12 months**

RESPONSIBILITIES

- Responsible for all city annual art shows and concert performances.
- Develops, organizes and supervises all aspects of the performing and visual arts programs of instruction including music, bands, chorus, dance and theatre arts programs, K-12.
- Collaborates with community based arts programs, i.e. The Klein, The Bijou, Bridgeport Cabaret and City Lights Gallery, and KEYS Program, for the enrichment of all students
- Supervises the development of budgetary plans; manages and monitors funds allocated for performing and visual arts activities or services. Provides guidance to principals in the utilization of school-based allocations to support the performing and visual arts programs
- Provides leadership in order to upgrade the K-12 performing/visual arts curriculum and promotes the expansion of interdisciplinary instructional initiatives to be more responsive to students' academic needs.
- Provides leadership for building strong arts programs and leveraging those assets to better achieve broader school improvement goals.
- Assists principals in the supervision and evaluation of performing/visual arts staff, in accordance with the district's staff evaluation plan.
- Assists in recruiting, interviewing and recommending of highly qualified personnel in order to fill staff vacancies in the district.
- Develops, plans and implements appropriate professional development and technical assistance for school staff, in order to facilitate ongoing improvement of instructional and professional skills.
- Facilitates the acquisition and maintenance of textbooks, supplies and equipment.

- Ensures that all materials are properly inventoried, maintained and tracked in the district's electronic inventory system.
- Participates in local, state and national conferences and implements new information to develop local professional development initiatives as appropriate.
- Participates in and supervises grant writing initiatives as appropriate for the Department of Performing and Visual Arts including the supervision of the Turnaround Arts initiative.
- Assists principals in scheduling performing/visual arts presentations for all schools.
- Performs other duties as assigned by the Superintendent and/or Assistant Superintendent.

REQUIREMENTS

- Connecticut certification as an Intermediate Administrator, (092) **and** certification in either art or music.
- A minimum of five years of successful teaching experience in performing/visual arts and prior supervisory experience
- Demonstrated successful experience in curriculum development and supervision.
- Demonstrated success in working with parents and community in a multicultural setting.
- Demonstrated successful experience in fiscal management and grant writing.
- Demonstrated knowledge of district-wide instructional programs.
- Demonstrated success in team building and planning.
- Superior oral, written, and interpersonal communication skills.
- Proficient in computer technology.

This is a Group II position as defined by the Agreement between the Bridgeport Board of Education and the Bridgeport Council of Administrators and Supervisors. The salary range for 2017-2018 is MA \$121,832 to PhD \$147,029. Qualified candidates who wish to apply should access the Bridgeport Public Schools Applitrack system:

<http://www.applitrack.com/bridgeport/onlineapp/>

Note: Only those who meet all of the above requirements will be interviewed.

“The Bridgeport Board of Education is an Affirmative Action/Equal Opportunity Employer.”