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| <b>Position Title:</b>      | <b>Upper School Visual Arts Teacher, part-time</b>  |
| <b>Date Modified:</b>       | December 2018   |
| <b>FLSA Classification:</b> | Exempt  |
| <b>Reports to:</b>          | Head of Upper School  |
| <b>Position Purpose:</b>    | Responsible for curricular instruction and activities in the visual arts grades 9-12. Creates a well-rounded, comprehensive instructional program that reflects best practice through inquiry and research-based instruction. |
| <b>Work Hours:</b>          | Part-Time   |
| <b>Benefits:</b>            | Ineligible  |
| <b>Work Calendar:</b>       | School Year   |
| <b>PTO Designation:</b>     | Educator (Blackout Dates May Apply)   |

### **Description**

The Upper School Visual Arts Teacher reports to the Head of Upper School and works directly with the Head of Upper School and the Upper School Fine Arts Chair to initiate and implement the day-to-day art program for the Upper School. The Upper School Visual Arts teacher will begin to build the students' critical appreciation of art and then allow them to learn with a hands-on approach. The Visual Arts teacher will ensure an inviting and inclusive environment that encourages all students to embrace their imaginative gifts and creative spirit.

### **Essential Functions**

- Maintains congruency between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the upper school classroom.
- Provides a safe and joyful learning experience by creating a positive, supportive, orderly, and interactive classroom environment.
- Well versed with and adheres to school policies in all areas of student interaction. Provide academic guidance to students; serve as student advocate, helping student families respond to specific academic, emotional and developmental challenges. Communicate with parents, administrators, student services, and with chaplains concerning the emotional and physical well-being of students within the classroom.
- Adheres to the Employee and School Handbooks and make recommendations to the division head about potential revisions and updates to the School Handbook.
- Assists administration with long-range division planning, as well as the division's daily schedule and calendar.
- Routinely uses educational strategies and project-based curriculum to bolster a student-centered, inquiry-based instructional design.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence
- Is assessed through the Professional Growth and Evaluation Program.

**Essential Tasks**

- Determines the focus, sequence, emphasis, and essentials of the content under the guidance of the Fine Arts Department Chair.
- Works cooperatively with specialists, administration, and faculty to promote a positive work environment based on a growth mindset.
- Commits to departmental and committee service, student advising/mentoring, the continued pursuit of professional scholarship, and creative participation in our annual arts season.
- Designs professional quality departmental showcases and exhibits, as demonstrated by a record of professional accomplishment.
- Participates in student-centered assessment and reporting approaches including writing narratives and portfolio assessment.
- Collaborates with faculty in all programs of study in the ongoing life of a top-quality visual arts department.
- Ensures Upper School facilities are ready for the start of school each day.
- Demonstrates flexibility and enthusiasm to work outside of traditional school hours and/or weekends to fulfill program expectations.
- Willingness to learn Senior Systems and/or other student management software.
- Completes various tasks related to the employee's yearly goals and the school's long range and strategic financial plan.
- Performs other tasks and duties as assigned by the Head of School and/or supervising director or head including extracurricular.

**Qualifications**

- BA or BFA Visual Arts; MA or MFA degree in visual arts.
- Professional creative output/portfolio.
- A minimum of 2 years of teaching in an independent school environment preferred and excellent verbal and written communications skills.
- Demonstrated leadership and facilitative skills, including the ability to relate effectively with administrators, operations staff, colleagues, parents, and students
- Possess skills in 2-dimensional art, film, and/or photography is preferred.

**Physical Requirements and Work Environment**

- Occasionally lift up to 30 pounds.
- Generally, works in standard office conditions and climate.
- May work in varied extreme outside weather conditions during school events, special activities and fundraising events.
- Ability to work in a highly stressful environment dealing with a wide variety of challenges and deadlines.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, reach