

# Director II, Fine and Performing Arts

## Position Details

Job Code: U7101

Reference Code: A649

Division/Unit: Curriculum and Instruction

Classification: Licensed Administrator

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position functions to provide leadership of instructional design in fine and performing arts, including the development, revision, and alignment of Kindergarten-Grade 12 (K-12) curriculum; development, of instructional materials and supports; development and implementation of professional learning programs; and coordination of Fine and Performing Arts Department related events and activities for students, teachers, administrators, parents/guardians, and community members. This position supervises instrument repair technicians, manages the Clark County School District's (CCSD) Instrument Repair Shop and provides support to schools. This position will function as an instructional leader, while implementing programs and practices that support the Clark County School District Board of Trustees' identified strategic imperatives for student achievement (academic achievement, engagement, school support, and clarity and focus) as well as the CCSD's Focus Areas and Goals (proficiency, academic growth, achievement gaps, college and career readiness, value/return on investment, disproportionality, and family/community engagement and customer service). This position is directly responsible to the Assistant Superintendent, Curriculum and Instruction Division (CID), Academic Unit (AU).

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# Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Directs and/or supports the curriculum development process for the K-12 content areas of music, dance, theatre, and visual arts, including oversight and direction for content expert task forces and committees.
2. Directs the planning, design, and development of curriculum, instructional improvement, and professional learning programs for fine and performing arts programs.
3. Provides critical support for CCSD fine and performing arts programs (music, dance, theatre, and visual arts).
4. Directs, coordinates, supervises, and evaluates the work of assigned administrators and support professional personnel.
5. Provides services to regions and schools according to site-specific instructional needs, methodologies, and resources.
6. Oversees development of districtwide curriculum documents, handbooks, catalogs, brochures, policies, regulations, procedures, and reports, including codifying curriculum resources for placement on the Curriculum Hub.
7. Works effectively with administrators and classroom teachers at schools to implement effective instruction for all students.
8. Participates in regular site visits to schools to review programs.
9. Maintains articulation and alignment of programs for students with special needs and English learners.
10. Oversees performance management, program evaluation, and data analysis related to Fine and Performing Arts Department programs and projects.
11. Assists with statistical analysis and educational research regarding data-driven decision-making and improved instruction.
12. Analyzes and evaluates the effectiveness of assigned programs and projects.
13. Gathers, evaluates, and disseminates research-based best practices to improve operational efficiency and student outcomes.
14. Collaborates with CCSD partners to ensure effective implementation of instructional programs and community-based programs.
15. Serves as a liaison to community groups and public agencies and represents CCSD in matters related to fine and performing arts content areas at the local, state, and national levels.
16. Attends and monitors the Board of Trustees, State Board of Education, and Academic Standards Council meetings for issues related to curriculum.
17. Prepares testimony, supporting documentation, and content-related information for distribution to the Board of Trustees, State Board of Education, Academic

Standards Council, Legislative Committee on Education, and other decision-makers and stakeholders.

18. Collaborates with the Engagement Office on various art community initiatives.
19. Directs implementation and budgeting for Off-Ratio Strings and Mariachi Teachers programs.
20. Administers budget for Secondary Fine Arts-funded support professional positions, including verification of minimum qualifying enrollment.
21. Provides instructional coaching and modeling to administrators and teachers to support the development of high-quality instructional pedagogy in fine and performing arts.
22. Provides technical assistance to principals, teachers, and parents/guardians to improve the quality of education for students enrolled in fine and performing arts programs.
23. Facilitates ongoing partnerships and collaborations with local and national professional organizations in the provision of resources that contribute to the success of students.
24. Analyzes student achievement data and performance data to inform decision-making.
25. Leads, facilitates, and administers budget development across multiple budget sources to address department needs and support CCSD goals.
26. Develops and implements a sustained and rigorous professional learning program that addresses the administrative and teacher instructional needs of music, dance, theatre, and visual arts.
27. Reviews and approves school transportation requests for districtwide music, dance, and theatre festivals.
28. Ensures timely completion of school transportation requests.
29. Oversees the districtwide Instrument Repair Shop.
30. Provides budget oversight in ordering of supplies, materials, and machinery for the districtwide Instrument Repair Shop.
31. Provides budget management and oversight of CCSD brass, woodwind, and string instrument repairs.
32. Ensures resources are applied to ensure students have a working instrument in their hands for optimal learning.
33. Plans, coordinates, and supervises music repair technicians and their activities in CCSD.
34. Develops procedures to improve work quality, increase production, and reduce Instrument Repair Shop costs.
35. Partners with stakeholders across CCSD to ensure effective and efficient use of resources.

36. Performs other duties related to the position, as required/assigned.

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## Position Expectations

1. Knowledge of best practices and current research in instructional design and professional learning, related to fine and performing arts, including music, dance, theatre, and visual arts.
2. Knowledge of best practices in professional learning, including learning theory, delivery models, technology tools, infrastructure, quality control, and governance.
3. Knowledge of CCSD or school-level instructional planning and design.
4. Knowledge of federal, state, and local policies and procedures, including but not limited to: the Children's Internet Protection Act (CIPA), the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and Every Student Succeeds Act (ESSA).
5. Knowledge of CCSD policies and regulations.
6. Knowledge of national, state, and CCSD accountability initiatives related to student achievement.
7. Knowledge of cultural diversity within the community as it relates to the affirmative action goals of the CCSD.
8. Knowledge of project planning, management, and evaluation theory and practices.
9. Knowledge of K-12 reform and alternative education strategies.
10. Thorough knowledge of CCSD's English language acquisition initiatives.
11. Effective communication, collaborative, and interpersonal skills.
12. Effective skills in planning, organizing, and coordinating projects.
13. Excellent verbal, written, and presentation skills.
14. Ability to provide leadership, supervision, and direction in instructional design and professional learning.
15. Ability to direct the planning and development of curriculum and instruction improvement programs for assigned content areas.
16. Ability to prioritize professional learning needs, escalation of content area programs, and reviews of current research.
17. Ability to work independently, with little direct supervision.
18. Ability to coordinate the work of a diverse team toward meeting identified goals; ability to take on multiple roles within a team; ability to work cooperatively with administrators, licensed personnel, and support professionals in schools and divisions/departments in CCSD and with representatives of community organizations or agencies; and ability to deal with difficult individuals while maintaining composure.

19. Ability to display organizational and planning skills, including the ability to prioritize work, handle multiple tasks, set goals, and meet deadlines; ability to take initiative; ability to speak in front of large and small groups; and ability to maintain accurate and detailed records.
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## **Position Requirements**

### **Education and Training**

An earned master's degree from an accredited college or university in Curriculum and Instruction, Educational Leadership, or a related field.

### **Licenses and Certifications**

Hold or be able to acquire, by the time of appointment to the position, a Nevada school administrative endorsement.

Employee/applicant must be able to provide their own transportation.

### **Experience**

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K-12 public or private school; and, be able to acquire, by time of appointment, appropriate Nevada school administrative endorsement; or,  
Have previously demonstrated at least three (3) years of successful licensed teaching in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. A minimum of two (2) years' experience as a contracted administrator in an accredited K-12 public or private school; or,  
Two (2) years' experience as a contracted administrator in a related administrative position.
3. Successful performance in the position held at the time of application.

### **Preferred Qualifications**

1. Previous experience teaching music, dance, theatre, or visual arts.
2. Previous experience with planning music, dance, theatre, or visual arts programs or events.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Created: 05/19/25