

**SHELBY COUNTY SCHOOLS  
JOB DESCRIPTION  
ART/MUSIC GRANT FACILITATOR**

**MINIMUM TRAINING AND QUALIFICATIONS:**

- Master's degree in Education, the Arts or a related field
- A minimum of five (5) years of successful experience in K-12 fine arts program
- Valid Tennessee teaching license with an endorsement in an area of fine arts and documented Highly Qualified status according to NCLB standards
- Tenure with Shelby County Schools
- Proficient in the use of computer applications to include word processing, database and spreadsheet applications
- Ability to write clear, concise, accurate and complete reports including statistics
- Good training, presentation and organizational skills
- Strong interpersonal skills and the ability to communicate effectively in both oral and written form
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

**JOB GOAL:** To provide oversight for Professional Development and curriculum support for Arts Educators

**PERFORMANCE RESPONSIBILITIES:**

- Provides instructional support and resources to regular education and art/music teachers on the integration of art/music in reading and math classes.
- Exhibits content knowledge and expertise in best practices for music/art instruction for K-12 curriculum.
- Develops a high quality comprehensive Arts Integration professional development curriculum that can be replicated in other settings.
- Develops an assessment tool designed to evaluate the effectiveness of the Arts/Ed infusion program relating specifically to student achievement and professional development program.
- Assists with the design and implementation of the Summer Fine Arts Academy.
- Tracks the progress of the grant against target dates, reports the progress and identifies any issues that jeopardize the implementation schedule to appropriate personnel.
- Develops partnerships and serves as a liaison with community arts agencies and local universities.
- Acts as a point of contact to explain the grant in detail.
- Assists with technical support related to the grant.
- Determines professional development and learning priority in consultation with the Professional Learning and Development Specialist and the Art/Music Instructional Specialist.
- Meets on a regular basis with the Art/Music Instructional Specialist to review curriculum and professional development activities related to the grant.

- Performs other duties as assigned by the Assistant Superintendent for Curriculum and Accountability or the Art/Music Instructional Specialist.

The Information Art/Music Grant Facilitator maintains a forty-hour (40) workweek and works additional hours as required to carry out all of the duties and responsibilities of the position. This is an eleven (11) month position.