# Visual Arts Club Advisor

TITLE: Visual Arts Club Advisor (1st Semester or 2nd Semester)

QUALIFICATIONS:

I. Hold a valid State of Maine Criminal History Records Check Approval.

II. CEHS teacher or staff member strongly preferred.

III. An adult with strong organizational and communications skills who has strong skills in the visual arts or crafts and has demonstrated strong ability to instruct and enhance students' abilities in a visual art or craft that artistically-inclined students are not able to develop within the CEHS visual arts program.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

The Visual Arts Club advisor(s) supervises two separate groups of students, one group of 6-10 students meeting semester one, and another group 6-10 students meeting semester two.

JOB GOAL:

The goal of the Visual Arts program is to introduce a small group of artistically-inclined and interested students to visual arts or craft skills that are typically outside or beyond the range of skills taught in our visual arts curriculum. For example, students have typically been introduced to such skills as jewelry making taught by a professional jewelry maker or a specialized form of ceramics that extends student skills beyond what is taught in our ceramics classes. The Visual Arts program develops practical skills that could be sources of income in the future and introduces students to standards of artistic excellence and to techniques that are prevalent in the professional arts and craft world. The Visual Arts club typically attracts students who are passionate about art and who are often not extensively involved in other school activities, thereby providing a forum of skills development and recognition that are otherwise lacking for these students.

PROFESSIONAL RESPONSIBILITIES:

I. To prepare and oversee the Visual Arts budget.

II. To work with the school's arts teachers to coordinate the use of facilities, storage of supplies, and logistical issues as necessary.

III. To meet with students on a regular (usually every other week to monthly) basis to provide oversight, instruction, and feedback in an artistic skill of interest that has application in the arts and crafts community.

IV. To communicate with the Principal concerning matters connected to the Visual Arts club.

V. To communicate clearly, as necessary, with parents and with other members of the staff (custodians, community services, teachers, etc.) concerning issues connected to the Visual Arts club program.

VI. Other duties assigned by the Principal.

TERMS OF EMPLOYMENT:

Twelve months per year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Principal or Assistant Principal will perform the evaluation.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Approved:  November 9, 2010

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