



## **HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE "B" JOB DESCRIPTION: EXTENDED ART-- INDIAN HILL SCHOOL**

### **QUALIFICATIONS:**

1. Possesses New Jersey Art Education K-12 Certification or Certificate of Eligibility with Advanced Standing or fulfills qualifications for Substitute Teacher in the Holmdel Township Public Schools.
2. Is an art educator or has prior experience in teaching art to children.
3. Demonstrates organizational abilities and skills in interpersonal relations.
4. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
5. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal or designee.

**JOB GOAL:** To encourage student participation in art, to stimulate their awareness of and enthusiasm for art, to support the art curriculum, and to enhance the art skills of students through an enrichment program.

### **PERFORMANCE RESPONSIBILITIES:**

1. Instructional Leadership:
  - a. Communicates with student body and encourages participation in the after-school Extended Art Program.
  - b. Enables students of grades four and five to participate in an extension of the Indian Hill Art Program.
  - c. Prepares for and conducts twenty-five, after-school, one-hour sessions with learning experiences appropriate to the age and skill of the participants; lesson will introduce students to a variety of art techniques and media.
  - d. Oversees the safety conditions of the facility in which the Extended Art Program is conducted.
  - e. Submits budget needs annually to the principal in accordance with established timelines and guidelines.

- f. Orders supplies and equipment needed to implement the Extended Art Program.
  - g. Accounts for use of program funds including, but not limited to monies obtained through fund raising efforts.
- 2. Student Management
  - a. Provides supervision of all students involved in the art program during all times of involvement and oversees penalties for violation of such standards as stipulated by Board policy and school procedures.
  - b. Maintains necessary list of participants, attendance forms, and similar paperwork and provides information to the principal as requested.
- 3. Professional Development
  - a. Keeps informed about the latest equipment and materials in his/her field of experience.
  - b. Participates in continuous study and research, and/or attends relevant conferences and/or workshops to maintain and enhance professional competence in accordance with district guidelines and budget.
- 4. School and Community Relations
  - a. Cooperates and shares professionally with other members of the staff.
  - b. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/guardians as appropriate.
  - c. Promotes awareness of the Extended Art program by providing information to the principal and other relevant audiences.
- 5. Other Assigned Duties

Performs other appropriate tasks and assumes such other duties in connection with the Extended Art program as assigned by the Principal and/or Superintendent.

**TERMS OF EMPLOYMENT:** Stipend and work year to be established by the Board in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Schedule "B" Staff and in accordance with the Agreement between the Holmdel

Township Board of Education and the Holmdel Township  
Education Association.

**SOURCE:** Regular Public Board Meeting  
**DATE:** March 22, 1995