

**Montclair Public Schools
Personnel Department**

JOB DESCRIPTION

Title: School of Visual & Performing Arts Coordinator (SVPA) –High School

Qualifications: NJ Certification as Teacher or Substitute, demonstrated proficiency in drama and/or music production and/or directing; undergraduate degree and/or experience in theater or music productions preferred; a demonstrated ability to successfully work with other adults and professionals; demonstrated success in working with students and/or other professionals in drama or musical productions preferred; outstanding communication and interpersonal skills; ability to work on site when required; demonstrated aptitude or competence for assigned responsibilities; required criminal background check & proof of U.S. citizenship or legal alien status; such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Primary Functions: Coordinate the drama, dance and musical productions at Montclair High School while identifying strategies and planning programs seeking to enhance student participation, involvement and enjoyment of the arts.

Responsible to: Principal, Department Chairperson overseeing the Arts.

Responsibilities: Work with teachers, directors, choreographers and technical staff working within the art and music departments and the School of Visual and Performing Arts to successfully produce and stage student performances such as musicals and plays; coordinate the purchase and maintenance of equipment needed for the productions, order supplies and materials used in school programs; interview candidates for professional positions needed for the productions and make recommendations of such to principal; coordinate programs and develop planning, development and implementation strategies needed to stage the productions; assist the principal and staff in planning for future curriculums and programs; assure for the supervision and security of students, staff and district facilities used in the productions; work with the staff, principal, students and community groups in order to maximize program potentials; maintain and help secure the inventory of supplies, materials and equipment used in SVPA; assist with new SVPA staff orientation; assist in faculty planning when requested; conduct conferences when appropriate with individual staff and students concerning the SVPA programs; assume other related responsibilities and duties within the context of the above major responsibilities and/or illustration of key duties.

Terms of Employment: Stipend as determined by the Board and the MSA contract.

Evaluation: Performance of this work will be evaluated annually by the principal or designee.

Established: 1990
Revised 2009