

HICKSVILLE PUBLIC SCHOOLS
200 Division Avenue
Hicksville, New York 11801
516-733-2125 Facsimile 516-733-6657

Ms. Rosemarie Coletti
Assistant Superintendent for Personnel
rcoletti@hicksvillepublicschools.org

ADMINISTRATIVE VACANCY

POSITION: SUPERVISOR OF FINE ARTS

START DATE: TO BE DETERMINED

LOCATION: District Office

WORK YEAR: 10.5 Months

DESCRIPTION: Reporting to the Assistant Superintendent for Curriculum and Instruction, the successful candidate will provide administration and supervision of the District's comprehensive K-12 art and music programs.

MINIMUM QUALIFICATIONS INCLUDE:

1. Valid NYS Administrative Certification: School District Leader (SDL) or School District Administrator (SDA);
2. Valid NYS Teacher Certification: Music and/or Art;
3. Minimum of 5 years of successful teaching experience;
4. Prior Administrative experience is preferred.

MINIMUM PERFORMANCE RESPONSIBILITIES INCLUDE:

Responsibilities include, but are not limited to:

1. Providing instructional leadership for all music and art programs;
2. Establishing achievement goals for students and monitoring student progress;
3. Collaborating with building administrators regarding programs of study for students in music and art;
4. Coordinating curriculum development processes;
5. Providing professional staff development opportunities;
6. Analyzing all student and program data for State reporting and for District program evaluation purposes;
7. Participating in the recruitment, selection, scheduling and supervision of staff;
8. Conducting classroom observations of teachers;
9. Evaluating annually the performance of all program personnel and developing plans for improvement;
10. Developing recommendations for annual program budgets; and
11. Completing all other duties and projects as assigned by the Superintendent and/or his/her designee.

APPLICATION DEADLINE: November 27, 2019

APPLICATION INSTRUCTIONS: Apply by submitting a hard-copy letter of interest, current resume and evidence of valid NYS administrative certification by application deadline to:

Ms. Rosemarie Coletti, Assistant Superintendent for Personnel

This Vacancy Announcement satisfies districtwide position posting requirements.