

**Job Title:** Specialist, Visual and Digital Arts  
**Office:** Office of Teaching and Learning  
**Salary Range:** 1-4 / \$71,434 - \$78,311

### **Position Overview**

The Office of Teaching and Learning (OTL) delivers high-quality instructional resources, enhances classroom practice, and scales effective programs to increase DCPS student achievement and to prepare all students for success in college, career, and life. OTL spans four core competency areas:

- Curriculum;
- Professional learning;
- Enrichments and interventions; and
- Formative assessment.

Team members support school-based staff in implementing DCPS's existing academic programs while simultaneously working to rethink and redesign school programming, academic and curricular resources, and educator professional development.

The Inner Core division is responsible for leading OTLs work in these subject areas. The division also oversees the work of the Fillmore Arts Program. The team leads the development of curriculum, assessment, and interventions and provides professional development for teachers. Additionally, the team collaborates with external organizations, such as industry partners, institutions of higher education, non-profit groups, governmental agencies, international organizations, and professional societies.

The Visual and Digital Arts Specialist is responsible for supporting the development, implementation, and evaluation of the visual and digital arts curriculum; the measurement of student acquisition of the visual arts standards; and the organization of professional development consistent with the goals and vision of the department and best practices in the field.

The Specialist, Visual and Digital Arts will report to the Director, Arts.

### **Essential Duties and Responsibilities**

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned.*

- Supports the development and implementation of DCPS' visual and digital arts curriculum.
- Evaluates and develops educational resources for visual and digital arts education.
- Develops and manages district-wide arts programs and projects.
- Maintains records for staffing, special programs, and resources for visual and digital arts.
- Organizes annual city-wide Art Exhibition as well as smaller exhibitions.
- Manages timelines for citywide exhibitions; assesses and tracks project progress regularly

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using various computer programs and tools; drives project completion by actively managing milestones.

- Tracks the current literature on K-12 arts education, and contributes to policy/data analysis and program development as needed.
- Serves as a liaison to state, regional and national arts education organizations; serves as liaison to local and national arts partners.
- Under the guidance from the Director of Arts, develops and executes district-wide professional development days through the school year.
- Conducts annual professional development needs assessments of art education teachers using teacher evaluation (IMPACT) data and teacher surveys.
- Works collaboratively with the Office of Human Resources to ensure the hiring of qualified art educators.
- Effectively diagnoses issues received from internal and external stakeholders and determines most efficient means of resolution.
- Researches and writes reports and grant proposals as needed.
- Creates and maintains communication tools that allow for the seamless transmission of information to teachers, community business partners, and other stakeholders.
- Builds and maintains relationships with external partners and liaises with various internal departments to drive collaboration and project success. Interacts with and responds effectively to urgent requests from multiple internal and external DCPS stakeholders.

### Qualifications

- Bachelor's degree and three to five years of related work experience.
- Master's degree preferred.
- Teaching experience highly preferred
- degree or higher in arts education, arts administration or fine arts highly preferred
- Results-oriented with ability to collect and analyze data and evaluate program outcomes.
- Skilled in a wide range of strategies and approaches related to visual and digital arts education, in addition to K-12 education.
- Excellent oral and written communication skills.
- Highly-organized and detail oriented; experience with project planning and implementation.
- Ability to work in a dynamic, fast-paced environment and adept at maintaining relationships with various constituencies.
- An understanding of large urban school districts, a focus on results and continuous improvement, and a commitment to improving public education for all students in DC Public Schools.

### Personal Qualities of Top Candidates

- **Commitment to Equity:** Passionate about closing the achievement gap and ensuring that every child, regardless of background or circumstance, receives an excellent education.
- **Leadership:** Coaches, mentors, and challenges others to excel despite obstacles and challenging situations.
- **Focus on Data-Driven Results:** Relentlessly pursues the improvement of central office

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performance and school leadership, instruction, and operations, and is driven by a desire to produce quantifiable student achievement gains.

- **Innovative Problem-Solving:** Approaches work with a sense of possibility and sees challenges as opportunities for creative problem solving; takes initiative to explore issues and find potential innovative solutions.
- **Adaptability:** Excels in constantly changing environments and adapts flexibly in shifting projects or priorities to meet the needs of a dynamic transformation effort; comfortable with ambiguity and non-routine situations.
- **Teamwork:** Increases the effectiveness of surrounding teams through collaboration, constant learning and supporting others; sensitive to diversity in all its forms; respects and is committed to learning from others.
- **Dependability:** Does whatever it takes to consistently deliver with high quality under tight deadlines; successfully manages own projects through strong organization, detailed workplans, and balancing of multiple priorities.
- **Communication and Customer Service Skills:** Communicates clearly and compellingly with diverse stakeholders in both oral and written forms; anticipates and responds to customer needs in a high-quality and courteous manner.