SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PROGRAM MANAGER, ARTS INTEGRATION (PROJECT ELEVATE GRANT)

SALARY SCHEDULE: ADMINISTRATIVE – H

COST CENTER: INTEGRATED INSTRUCTIONAL SERVICES (9016)

QUALIFICATIONS:
(1)   Bachelor's Degree or equivalent from an accredited educational institution
(2)   Minimum of three (3) years of progressively responsible management experience in arts education, professional development, community engagement or a related field
(3)   Experience in grant administration and/or project management at the organizational level
(4)   Experience in overseeing arts education programs in public schools, universities, a large non-profit organization or a governmental agency preferred

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of arts education curriculum and its connections to reading, writing, math and science. Experience with project management, including planning, budgeting, implementing, and evaluating large-scale projects. Demonstrated ability and experience in planning, organizing, implementing, and completing a complex project plan. Demonstrated effective oral and written communication skills. Demonstrated successful experience in grants writing and project management. Knowledge of state and federal grant regulations and compliance. Positive interpersonal relationship skills. Ability to use relevant technology with high efficiency. Ability to prioritize functions and manage time and resources effectively.

REPORTS TO:
Program Director, Any Given Child

JOB GOAL
To plan, coordinate and implement all Project Elevate priorities and initiatives in order to support and enhance arts integration in Sarasota County Schools.

PERFORMANCE RESPONSIBILITIES:
*(1)   Manage and provide leadership in the development, implementation, and coordination of all activities for the Project Elevate program.
*(2)   Coordinate with district and school staff in the design and implementation of professional development in arts integrated instruction for Sarasota County Schools' teachers.
*(3)   Coordinate with district and school staff in the identification and/or development of instructional strategies, teaching tools, technology and other curriculum resources that are aligned to the state standards to support arts integration in the classroom.
*(4)   Monitor the implementation of the grant ensuring compliance with timelines and deliverables and federal reporting requirements internally and externally as required.
*(5)   Assist in the development of public relations and advocacy strategies that demonstrate the impact and importance of arts education and arts integration.
*(6)   Maintain district technology platforms that connect and enhance arts integration through experiential learning.
*(7)   Prepare all required reports and maintain appropriate records.
*(8)   Interact with parents, outside agencies, business and community to enhance understanding of district initiatives and priorities and to elicit support and assistance.

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*(9)   Report short-term and long-term progress to the many constituents and partners supporting Project Elevate.
*(10)   Maintain confidentiality, when appropriate, in student and school matters.
*(11)   Respond to inquiries and concerns in a timely manner.
*(12)   Keep supervisor informed of all potential problems or unusual events.
*(13)   Follow all School Board policies, rules and regulations.
*(14)   Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

* Essential Performance Responsibilities

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