## Job Description

**Job title:** Director of Arts Integration

**Work Location:** Center for Creative Education - The Foundations School  
425 24th Street, West Palm Beach, FL 33407

**Division/Department:** The Foundations School

**Reports to:** Director of Schools  
Dr. Kevin Kovacs  
KevinK@CCEflorida.org

**Full-time, exempt** $60,000

### Essential Duties and Responsibilities:

- Under supervision of the Head of Schools, the Director of Arts Integration will oversee and coordinate all aspects of the in-school and out-of-school arts-integrated programming for the Center for Creative Education.
- This position requires expert knowledge of the arts integration process from design to implementation to assessment.
- This position will require clear and frequent communication with the Head of Schools, Director of Curriculum and Instruction, Teachers, and Teaching Artists.

### Supervisory Role:

- Build and maintain a professional relationship with staff, especially the teaching artists and classroom teachers and support their work and growth.
- Build and maintain a professional relationship between CCE and significant funders as well as consumers of CCE’s educational services.
- Coordinate with any external evaluators to facilitate deliverables, outputs, data collection, and programmatic success.
- Support all CCE staff in their roles and contributions to the organization.
- Lead by inspiring and motivating others to perform well and improve where possible.
- Actively contribute to the productivity and effectiveness of the Education Services Team.

### Assure Programmatic Impact and Success:

- Maintain measurable program goals that fulfill the charter and mission of the organization as well as demonstrate impact to program participants.
- Manage all processes involving data collection, documentation, resources and supplies, schedules, agreements, and reimbursements.
- Manage all requirements and deliverables in contracts and agreements for services with other organizations.
- Conduct regular formal and informal evaluations of Teaching Artists and Classroom Teachers and provide constructive feedback and initiate improvement plans as warranted.
- Professionally communicate to the Head of Schools and Chief Operating Officer program status, challenges, and progress.
- Prepare end-of-year reports and grant reports as needed demonstrating successes and quality of the arts integration program area and identify areas of improvement.
- Review Teacher/Teaching Artist team lesson plans for design, content, and implementation to provide feedback that ensures high-quality, age-appropriate educational practices are being met.
- Assure student safety and compliance with established policies.
- Assist the Director of Curriculum and Instruction in arranging and aligning professional development with programming goals and actionable skills needed to improve student outcomes.
- Ensure that instructors have the tools, space, supplies, training, and equipment needed.
- Assess ways to improve and promote success and commit to an on-going strategic plan.

**Demonstrate accuracy and thoroughness:**
- Complete projects on time and within budget constraints while monitoring expenses.
- Manage all arts-integrated activities including planning, meetings, classes, reviews, demonstrations, assessments, observations, and relevant events.
- Prepare monthly reports for relevant funders and manage reimbursement documentation.
- Professionally present data, timely and effectively when required.
- Technologically adept in MS Office (especially Excel) and Google documents.

**Maintain and Insist on a Professional Environment:**
- Make timely decisions and use time efficiently.
- Assist with all activities, events, and fundraisers that benefit the Center for Creative Education.
- Develop an awareness of all programming at CCE and be able to describe and communicate that with others.
- Demonstrate excellent verbal and written communication skills as well as time management skills.
Education and/or Work Experience Requirements:
- Master's Degree in Education or the Arts
- Minimum of 5 years teaching experience in K-8
- Extensive experience with integrating the arts into the curriculum
- A comprehensive understanding of Arts Integration, Florida State Standards, National Core Art Standards, curriculum development, professional development strategies, and outcome measurement
- Management experience demonstrating successful programmatic and staff leadership
- Must successfully pass Level II background check and receive clearance through the Department of Homeland Security

Physical Requirements:
- Ability to perform the essential job functions consistent safely and successfully with the ADA, FMLA, and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA, and other federal, state, and local standards.

How to apply:
Please email your resume and a cover letter stating why you are the best candidate for this position to: KevinK@CCEflorida.org