

Wachusett Regional School District

HIGH SCHOOL ADMINISTRATION

JOB DESCRIPTION

TITLE:

Administrative Assistant -Arts

QUALIFICATIONS:

The Assistant shall possess a Bachelor's Degree or equivalent and at least three years of experience in a secondary school arts program and/or business/financial management position or other related field. The Assistant shall possess particular experience in the areas of office systems and procedures, contract operations, and procurement, and tracking of numerous documents through a management system. The Assistant shall possess other qualities of academic, professional, and personal experience that the Superintendent may specify.

REPORTS TO:

High School Principal

PERFORMANCE EVALUATION:

The Administrative Assistant shall be evaluated annually, in narrative form, based on the goals and objectives determined by the Assistant and the Principal.

REPRESENTATION STATUS:

Un-represented Staff

JOB RESPONSIBILITIES:

The Assistant is a member of the high school's administrative support staff. As a member of the administrative support staff, he/she shall assist members of the administrative staff, in providing leadership for the high school, represent the Principal as appropriate at official school and community functions, inform the Principal of changes in trends, laws, rules, or regulations in his/her areas of expertise, and provide reports to the Principal of his/her activities, and as requested. The Assistant, in conjunction with, and with the approval of, the

Principal shall develop annual job goals that will become part of the criteria used to evaluate the Assistant.

In carrying out these responsibilities, the Administrative Assistant - Arts:

1. Assists the Arts Curriculum Liaison(s) in managing department equipment and supplies;
2. Coordinates the production of arts events;
3. Manages the Artist-in-Residence, the Summer Music Program, and Summer Theater Program;
4. Researches, recommends, and pursues at direction of the Principal grant resources and other alternative funding for arts programs and initiatives at the high school;
5. Coordinates and composes an annual Arts calendar for the District;
6. Coordinates the high school's participation in Arts events and festivals;
7. Coordinates a public relations program that highlights the Arts at the high school;
8. Assists in the management of the departmental area in the absence of the Curriculum Liaison;
9. Attends department meetings and events;
10. Assists with the supervision of students involved with arts programs and productions;
11. Acts as the Assistant Drama Director for Fall and Spring drama productions at the high school and conducts all duties associated with such position; and,
12. Conducts other staff duties and responsibilities as directed by the Principal, including attending meetings as requested or required by the Principal.

Updated on 11/9/00

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 11/09/00