

**SCHOOL DISTRICT OF SARASOTA  
COUNTY**

**JOB DESCRIPTION**

**PROGRAM DIRECTOR, ANY GIVEN CHILD**

**SALARY SCHEDULE: ADMINISTRATIVE – F**

**COST CENTER: ELEMENTARY EDUCATION (9003)**

**QUALIFICATIONS:**

- (1) Bachelor's Degree, with a Master's Degree preferred, from an accredited educational institution
- (2) Minimum of five (5) years of progressively responsible management expertise in arts education or a related field, including, but not limited to, leadership in fundraising, advocacy, public relations, community outreach programs.
- (3) Experience in grant writing, grants administration and procuring external funding at the organizational level.
- (4) Preferred: Experience in overseeing arts education programs in public schools, universities, a large non-profit organization or a governmental agency.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of arts education curriculum and community outreach programs. Demonstrated ability to work efficiently and effectively with local arts organizations, county schools, sponsoring individuals and various philanthropic foundations. Experience with project management, including planning, budgeting, implementing, and evaluating large-scale projects. Demonstrated effective oral and written communication skills. Demonstrated successful experience in grants writing and fundraising. Knowledge of state and federal funding regulations. Positive interpersonal relationship skills. Ability to use relevant computer technology. Ability to prioritize functions and manage time and resources effectively.

**REPORTS TO:**

Executive Director, Elementary Education

**JOB GOAL**

To provide administrative oversight and leadership that ensures access and equity in Arts Education for Any Given Child in Sarasota County. To direct programs and manage fundraising efforts to support this goal.

**SUPERVISES:**

n/a

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Oversees and provides leadership in the development, implementation, and coordination of all project activities that ensure access and equity in Arts Education.
- \* (2) Serves as the liaison between the school system, The Kennedy Center for the Performing Arts, local arts organizations, universities, foundations and the community at large.
- \* (3) Directs efforts to provide arts education experiences for students and families at arts organizations, cultural sites, and in community settings throughout the year.
- \* (4) Develops public relations and advocacy programs that demonstrate the impact and importance of arts education programs.
- \* (5) Provides leadership in arts education advocacy and support provided by the Arts and Cultural Alliance through the Community/Schools Partnership for the Arts, Arts Education Task Force, Ed Explore SRQ, Embracing Our Differences, and other community arts organizations.
- \* (6) Coordinates with district and school staff in the design and implementation of professional development in arts education for Sarasota County school teachers.

**PROGRAM DIRECTOR, ANY GIVEN CHILD continued**

- \* (7) Coordinates with district and school staff in the identification and/or development of instructional strategies, teaching tools and other curriculum resources that are aligned to the state standards to support arts education in the classroom.
- \* (8) Identifies potential funding sources and directs efforts to raise project funds. Assists in developing and writing proposals for grant applications.
- \* (9) Works to leverage assets and the equitable distribution of existing arts education resources for all K-12 public school students in Sarasota.
- \* (10) Sustained focus and attention to detail for extended periods of time.
- \* (11) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.
- \* (12) Performs related duties as required.

**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.

**Job Description Supplement No. 11**

\* Essential Performance Responsibilities