

Stipend \$4,500.00

Position Purpose

Under the direction of the TAEA Executive Director and/or TAEA President, the District of Distinction Facilitator will report to, and work with the Administration/Supervision Division Chair (Visual Art Administrators of Texas). The District of Distinction Facilitator is responsible for assisting in the planning, assessment, implementation, and coordination of the District of Distinction Program, review, and awards. This award advances the vision and mission of TAEA through fine arts administration with district funding and teacher support. Supports teachers and Fine Arts administrators in implementing the District of Distinction criteria in their district and supports all TAEA members regarding DOD. Ensures that TAEA DOD practices are designed to support small, medium, and large-sized school districts. Ensures appropriate support is provided to districts, teachers, and fine arts administrators through a chair-elect and chair-in-waiting structure.

Essential Job Functions

District, Teacher, and Fine Arts Admin Support

- Designs and updates the annual DOD criteria/rubric, calendar dates, due dates, DOD district request form, updates the example district folder, updates the example slideshow, and other supporting materials, to ensure transparency of program objectives and evidence. All must be approved by the TAEA President and/or Executive Director
- Creates a folder and shares it with each district that makes a DOD folder request.
- Creates a master review document with links to all requested folders for the annual Review Committee.
- Provides technical assistance and support for the DOD program and initiatives as determined by the Executive Director and/or President.
- Provides technical support and assistance for each of the items on the 14-point rubric to district representatives.
- Coordinates TAEA membership and Admin-specific emails, reminders, and updates.
- Supervises DOD folder requests.
- Coordinates with the Admin Division Chair and Chair-Elect.
- Gathers and guides an annual Review Committee through the annual review process.
- Administers the DOD budget, orders awards, and other celebratory materials.
- Revises and updates the criteria/rubric based on feedback from the Review Committee and others throughout the school year.
- Attends TAEA Council At-Large meetings and TAEA Conference, as assigned.
- Works with the TAEA Conference Co-Chairs and VAAT Admin Division Chair to plan the District of Distinction Awards and Reception at the Conference.
- Organizes the awards ceremony and all recognitions surrounding DOD.
- Sends notifications to all districts requesting folders of meeting the requirements or not annually.
- Sends winning districts award packets that include an official congratulatory letter from TAEA, press release, and graphics that can be used for their district.
- Organize images, district logos, and videos for the annual DOD award videos.
- Order and assemble awards bundles for each district to receive at the TAEA conference.

- Serve as the TAEA contact on all matters related to DOD.
- Analyzes current program quality, implementation, and practices, keeping TAEA staff well informed and making responsible recommendations for adjustments as needed.
- Provides guidance, resources, and organizational structure to ensure the success of the DOD initiatives.
- Organized, innovative, problem-solver who supports and engages in continuous improvement initiatives to benefit TAEA.
- Encourages districts to be involved in the DOD program.
- Provides updates to the TAEA website for the DOD page.

Project Management

- Assists in the development and management of the DOD budget.
- Maintains files and data regarding the DOD program and expenditures.
- Maintains, updates, and organizes the TAEA DOD Google Drive and files.
- Develops comprehensive plans to be shared with the Executive Director and President, as well as other TAEA members.
- Manages multi-year, multi-phased roll-outs of the DOD program.
- Plans, develops, and coordinates TAEA programs that support improved district participation.
- Schedules and forecasts DOD awards planning for the annual TAEA Conference, that publicizes the DOD program and its awardees.
- Coordinates with cross-functional TAEA team members to make sure that all parties are on track with DOD requirements, deadlines, and schedules.
- Communicate with the Executive Director and President on a regular basis concerning key issues and information regarding current projects.

Monitoring and Compliance

- Tracks program performance, specifically to analyze the successful completion of short and long-term goals.
- Meets budgetary objectives and makes adjustments to program constraints based on financial analysis.
- Prepares reports by gathering, analyzing, and summarizing relevant information.
- Conducts post-program evaluation with the DOD Review Committee and identifies successful and unsuccessful program elements, as well as those that need to be updated.
- Monitors progress toward program goals and gathers other significant data relevant to the success of initiatives or programs, when applicable.

Personal Work Relationships

- Maintains a commitment to TAEA's mission, vision, and strategic goals.
- Exhibits high professionalism, standards of conduct, and work ethic.
- Demonstrates high quality customer service; builds rapport/relationship with other TAEA members, teachers, fine arts admin, and districts.

- Demonstrates cultural competence in interactions with others; is respectful of others; communicates and acts as a team player; promotes teamwork. Responds and acts appropriately in confrontational situations.

Knowledge, Skills, and Abilities

- Skill in written and oral communication including ability to interact with and influence all levels of membership, as well as fine arts admin.
- Ability to present information in one-on-one, small group, and large group situations to teachers, fine arts admin, and TAEA members and staff.
- Ability to work in a team environment, to capitalize on the strengths of team members, and to motivate/guide team members toward the accomplishment of a common goal/vision.
- Ability to use Google Drive to access databases, email, create spreadsheets and forms, and create and organize DOD district folders.
- Ability to organize and coordinate work under pressure, meet tight deadlines, and proactively resolve issues.
- Ability to handle difficult and stressful situations with professional composure.
- Ability to exercise discretion regarding matters of a sensitive or confidential nature.
- Ability to prepare oral or written communications, such as presentations, reports, memoranda, letters, emails, and other documents.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Travel Requirements

- Travels to TAEA Council At-Large meetings and annual TAEA Conference, as required.

Minimum Required Qualifications

- Experience: 4-6 years of combined experience in education or project management, including significant fine arts teaching experience.

Note: These statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all job responsibilities.