

University of Houston – Clear Lake

Position Description

Job Title: **Director, Art School**

Job Code: **2262**

Pay Grade: **999**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

QUALIFICATIONS

REQUIRED

PREFERRED

Education	Master's degree in Art or Fine Arts	
Experience	Teaching art, K-12; Supervisory experience	
License/Certification		Art Teacher Certification, K-12

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Responsible for administration of The Art School including scheduling, budget, hiring staff, maintenance of a safe studio environment, community relations, development of policies and procedures. Teaching four to five children's classes as mentor to teachers. Supervising senior secretary in preparation of brochure and curriculum. Hiring of teachers for The Art School both at UHCL and in local public, private and parochial schools. Explore external funding for at-risk children's classes in public schools.

Duties and responsibilities

% Time

Determine curriculum for each semester and teach 4 or 5 children's classes for The Art School, thus mentoring hired art teachers. Supervise all children's art classes taught on campus.	40
Responsible for administration of The Art School including scheduling, budget, hiring of staff, maintenance of a safe studio environment, development of policies and procedures, and community relations.	35
Supervise The Art School senior secretary. Schedule teacher's meetings for each long semester and for summer classes. Liason for The Art School between the University and local school districts, private and parochial schools, and home-schooled organizations. Seeks outside funding for the program.	15
Give oversight to the ordering of art supplies, preparation, printing, and distribution of The Art School brochures.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.