

JOB INFORMATION

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|-------------------------|---|
| Effective Date | 10/19/2021 |
| Job Code: | 2262 |
| Job Title: | Director, The Art School for Children and Young Adults |
| Salary Grade/Structure: | 060 - Admin-Professional |
| Career Level Name: | |
| FLSA Name: | Exempt |
| EEO Code: | 10-Exec/Admin/Mgmt |
| Job Function: | Academic Affairs |
| Job Family: | Academic Administration |
| Job 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. |

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

| Education Level | Education Details | Required/Preferred | |
|-----------------|-------------------|--------------------|--|
| Master's Degree | MA or MFA | Required | |

Work Experience

| Experience | Experience Details | Required/Preferred | |
|-----------------|------------------------|--------------------|--|
| Less than 3 yrs | Teaching art | Required | |
| Less than 3 yrs | K-12 | Required | |
| Less than 3 yrs | Supervisory experience | Required | |

Licenses and Certifications

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Preferred | |
|-------------------------|--------------------------------|------------|--------------------|--|
| | Art Teacher Certification | | Preferred | |

Licenses and Certifications

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Preferred | |
|-------------------------|--------------------------------|------------|--------------------|--|
| | K-12 | | | |

Knowledge, Skills and Abilities

| | |
|------|-------------|
| KSAs | Proficiency |
|------|-------------|

JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

| Essential Function | % TIME |
|--|--------|
| • 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. | 5% |
| • 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% |
| • Schedule teacher's meetings for each long semester and for summer classes. | 5% |
| • Give oversight to the ordering of art supplies, preparation, printing, and distribution of The Art School brochures. | 10% |
| • Liaison 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. | 5% |

PRE-EMPLOYMENT

| | |
|-------------------|-----|
| MVR: | Yes |
| Criminal History: | Yes |

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

| Physical Demand | N/A | Rarely | Occasionally | Frequently | Constantly | Weight |
|-----------------|-----|--------|--------------|------------|------------|--------|
| Standing | | | | | | |
| Walking | | | | | | |
| Sitting | | | | | | |
| Lifting | | | | | | |
| Carrying | | | | | | |
| Pushing | | | | | | |
| Pulling | | | | | | |
| Climbing | | | | | | |
| Balancing | | | | | | |
| Stooping | | | | | | |
| Kneeling | | | | | | |

Physical Demands

| Physical Demand | N/A | Rarely | Occasionally | Frequently | Constantly | Weight |
|----------------------------|-----|--------|--------------|------------|------------|--------|
| Crouching | | | | | | |
| Crawling | | | | | | |
| Reaching | | | | | | |
| Handling | | | | | | |
| Grasping | | | | | | |
| Feeling | | | | | | |
| Talking | | | | | | |
| Hearing | | | | | | |
| Repetitive Motions | | | | | | |
| Eye/Hand/Foot Coordination | | | | | | |

Working Environment

| Working Condition | N/A | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-----|--------|--------------|------------|------------|
| Extreme cold | | | | | |
| Extreme heat | | | | | |
| Humid | | | | | |
| Wet | | | | | |
| Noise | | | | | |
| Hazards | | | | | |
| Temperature Change | | | | | |
| Atmospheric Conditions | | | | | |
| Vibration | | | | | |

Travel Requirements

| Estimated Amount | Brief Description |
|------------------|-------------------|
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