



## Kalamazoo Regional Educational Service Agency Job Description

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**Job Title:** Director of Education for the Arts  
**Reports To:** Superintendent  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Approved By:** N/A  
**Prepared Date:** 06/2003  
**Last Revised Date:** 06/2003

**Summary:** Directs and coordinates county-wide arts education program, providing the schools/students within the county and the arts community a means to come together, by performing the following duties

### **Essential Duties and Responsibilities:**

- Create, staff, direct, maintain, and supervise the curriculum for county-wide “Excellence in The Arts” programs
- Research, devise, submit, and administer grants for the furtherance of fine arts within the county
- Create, design, and direct “Arts for All” program throughout the county
- Secure funding resources, direct budget activities, and approve expenditures for all EFA programs
- Connect schools and arts community through cooperative programs
- Direct and manage 10 school district’s participation in FFA Consortium
- Identify, interview, and recommend the hiring of staff to fulfill the purpose of the EFA program within the community
- Facilitate, negotiate with, placate, and/or inspire teachers and resident artists within the EFA Program
- Regular and consistent attendance
- Other duties as assigned

*Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.*

### **Education and/or Experience:**

Master’s degree (M.A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

**Certificates, License, Registration:**

If applicable

**Other Skill & Abilities:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations

Ability to write reports, business correspondence, and procedure manuals

Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public

Ability to define problems, collect data, establish facts, and draw valid conclusions

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

**Supervisory Responsibilities:**

Directly supervises 35-45 employees within the Education For the Arts Group; Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws; Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding; rewarding and disciplining employees; addressing complaints and resolving problems.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand. The employee is occasionally required to walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.