



**Now Taking Applications for
Arts Coordinator & Instructor**
Global Village Project, Inc.

The Global Village Project, Inc. is an innovative special purpose school for refugee girls and young women with interrupted education. Our mission is to develop a strong educational foundation for each student within a caring community using a strengths-based approach and intensive instruction in English language and literacy, academic subjects, and the arts. With an approach focused on students' strengths and resources, we aim to demonstrate how adolescent English Language Learners with limited and interrupted education can be highly successful students and empowered citizens, and in so doing to provide an exemplary model of excellent and equitable education for newcomer refugee learners. We seek a proven Arts Coordinator & Instructor for the 2017-2018 school year. This is a part-time position with 25 hours per week required.

Position Summary:

The Arts Coordinator provides leadership and coordination for planning, development, implementation, and assessment of curriculum/instructional initiatives related to Arts Integration and Education at Global Village Project. The Coordinator will also have responsibilities as a Music or Visual Arts Instructor, working with GVP's students, staff, and arts partners.

Responsibilities:

- Coordinates the development of Arts program goals and curriculum, inclusive of the state fine arts standards and related English language standards.
- Provides leadership in the writing of essential benchmarks, standards, and assessments for the Music, Drama, Dance, and Visual Arts curricula.
- Acts as an arts instructor (music or visual arts) for at least 5 hours per week.
- Promotes the integrated arts/STEAM program for the purpose of improving the quality of student outcomes and encouraging student growth and development.
- Participates (as a presenter/attendee) in conferences and meetings that involve a range of issues related to arts integration for the purpose of conveying and gathering information; developing recommendations to share with staff; and promoting our school and student growth/outcomes.
- Serves as liaison between GVP staff, students, and arts partners, teaching artists and interns, and arts volunteers and assists Head of School and Community Engagement Associate in managing these relationships.
- Researches a wide variety of topics (e.g. new arts and performing arts programs, grant availability, professional development, etc.) for the purpose of developing

- arts/STEAM programs and meeting staff training and student learning needs.
- Responds to inquiries of students, parents, other school personnel, interns, community representatives, etc. for the purpose of providing information, assistance and/or direction regarding the program and student activities.
 - Prepares a wide variety of often complex materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting and developing curriculum, making presentations, and/or providing supporting materials for requested actions.
 - Coordinates selection of instructional materials, supplies, textbooks, technology, trips, and equipment needed to support the implementation of the arts integrated curricula.
 - Researches and recommends arts therapists and teaching artists for school service.
 - Assists Community Engagement Associate in managing interns for arts and STEAM programs.
 - Assists Artist-in-Residence in managing all instrument lessons. Arts Coordinator must communicate with teachers, volunteers, and students to coordinate lessons and instrument sharing.
 - Assists in managing an annual budget relating to the comprehensive arts education program.
 - Assists in reviewing and evaluating results of arts and STEAM assessment programs and recommends appropriate modifications to the arts curricula.
 - Coordinates face-to-face and online professional learning for teachers.
 - Collaborates with the Head of School, Assessment Coordinator, Literacy Coordinator, and STEAM Coordinator to insure the success of GVP students and the school.
 - Performs other duties as assigned by the Head of School.

Qualifications:

- **Education:** Degree in Music, Arts, or Education required
- **Certification/Licensure:** Must hold or be eligible for Georgia Teaching Certification; ESOL certification preferred
- **Experience:** Minimum 3 years of classroom teaching experience required; Experience in leadership preferred
- **Knowledge/Skills/Abilities:**
 - Must have strong aptitude in music and arts
 - Ability to supervise and work effectively with staff, students, families, and partners
 - Good decision-making and problem solving skills
 - Ability to develop, implement, monitor, and evaluate program goals and initiatives
 - Working knowledge of standards-based instruction and assessment
 - Ability to identify and articulate best practices in curriculum and instruction
 - Excellent organizational and leadership skills
 - Excellent communication skills both written and verbal
 - Values aligned with the values and mission of GVP
 - Experience working in a multicultural community

Hours: 25 hours per week (with flexibility); 10-month employment; 10 personal/sick days

The Arts Coordinator will be responsible for managing evening and/or weekend performances directly related to the Arts programs; this will require flexibility and coordination with the Lead Bus Driver and Operations Manager for transportation of students.

Salary range: \$25,000 to \$30,000, depending on experience

Interested and qualified candidates should visit the Global Village Project website at www.globalvillageproject.org for more information. Candidates should send a resume and cover letter to Arts Coordinator Search c/o Denise Reidy-Puckett, P.O. Box 2200, Decatur, GA 30031 or by email to jobs@globalvillageproject.org with "Arts Coordinator Search" in the subject line. Applications will be reviewed as they are received and the search will continue until the position is filled.