



Position Description

Overview

Job Title:	Art Teacher
Classification:	Faculty
FLSA Status:	Exempt
Supervisor:	Dean of Faculty

The Art Teacher is responsible for developing in each student an interest in and the ability for creative expression and teaches students about art, including techniques, history, and aesthetics. The WSSA art teacher plays a crucial role in the nurturing of students' artistic talents while promoting their overall growth and development.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Teach knowledge and skills in art, including drawing, painting, lettering, and art history.
- Develop and implement engaging lesson plans that cater to various skill levels and learning styles.
- Demonstrate techniques in activities such as drawing and painting.
- Foster a positive classroom environment that encourages creativity and self-expression.
- Instruct students in proper care and use of tools and equipment.
- Organize storage areas and control use of materials, equipment and tools to prevent loss or abuse, and to minimize time required for distribution and collection.
- Evaluate each student's performance and growth in knowledge and aesthetic understandings, and prepare progress reports
- Select and requisition books, instructional materials, tools, instructional aids, and maintain required inventory records
- Plan and present art displays and exhibitions designed to exhibit students' work for the school and the community
- May sponsor exhibits from outside the school

- Manage classroom behavior effectively while promoting respect and teamwork among students.
- Stay updated on current trends in art education and incorporate innovative practices into the curriculum.
- Use information and data from a variety of sources to understand student's instructional needs and progress.
- Analyze student data to understand when and how to differentiate the environment, content, instruction, and/or product.
- Collaborate with peers to integrate art into broader educational themes.
- Collaborate to insure curriculum alignment both horizontally and vertically
- Utilize the curriculum mapping protocol to accurately map curriculum, standards, and curate lesson plans.
- Embed student's accommodations and learning goals through instruction
- Participate in Student Review and Student Support Team meetings
- Record daily attendance via FACTS, Winston's Student Information System
- Create a positive, achievement-oriented learning environment that encourages student involvement and enables each student to achieve learning goals
- Maintain complete and accurate classroom records and protect the confidentiality of the records, including but not limited to consent forms and releases, data collection forms and progress and anecdotal notes
- Prepare a Substitute Folder that includes all the necessary documents for a successful substitute experience including 3-days' worth of emergency plans
- Communicate regularly with parents and families electronically and by phone; including completion of progress reports, narrative reports, and grading for report cards, within a timeframe established by the Division Director
- Submit items for **Winston's *What's the Word*** newsletter
- Respond within 24-hours, by phone or email (*depending on the nature of the content*), to any communication received from a student's family member or guardian
- Respond within 24-hours to any communication from an administrator, staff member or faculty member
- Meet *Winston's Technology Expectations*, including the taking/recording of attendance in FACTS, posting grades for assignments, posting announcements and syllabi and any other expectation

RESPONSIBILITIES OF EVERY WINSTON EMPLOYEE

- Provide students with positive reinforcement and positive redirection in accordance with *Winston's Employee Handbook*
- Agree to uphold the mission of The Winston School San Antonio
- Maintain strict confidentiality of all student and family information and documents in accordance with HIPAA and FERPA
- Abide by all requirements, policies and standards of conduct as stated in the *Winston Employee Handbook*, *Winston Family Handbook* and job offer letter
- Maintain appropriate accreditation data for current accrediting agencies, including but not limited to ISAS
- Participate in team meetings, Professional Development and In-Service training
- Maintain certification credentials and licensing as appropriate

- Take all necessary precautions to protect the safety of staff, students, and families; equipment; materials and the facility
- Perform other duties as assigned, including chaperoning, participation on field trips, assisting with and/or participation in school special events (such as Field Day, Athletic Banquet, Annual Alumni event, school dances, etc.) and other activities or tasks, that may include evenings and weekends, not listed in this job description but requested by Supervisor, Director, or Head of School

QUALIFICATIONS & REQUIREMENTS

- Bachelor's degree required; Master's degree preferred
- Two years of special education experience at the appropriate grade level is preferred
- Must be certified in Education and/or Special Education (*preferred*), or a specific content area or achieve certification within the year of hire
- Must demonstrate knowledge of the nature and needs of students with ADHD learning differences and neurodiversity
- Must demonstrate knowledge of current instructional and behavior management techniques, assistive aids, curriculum scope and sequence and content area
- Demonstrated knowledge of special education best practices
- Demonstrated skills in written and oral communication
- Able to change daily routine to meet the changing needs of students
- Able to work effectively as a member of an interdisciplinary team
- Able to stand, move throughout the campus, operate a computer, ascend and descend stairs, stoop, kneel and crouch
- Able to lift, move or transport equipment and/or furniture weighing up to 20 pounds across campus to various classrooms and events
- Able to work in outdoor weather conditions