



New Mexico's Public High School for the Arts

## JOB DESCRIPTION

Title: Creative Writing & Literature Department Chair

Directly reports to: Principal

Dotted line reporting: Head of School, President of NMSA-Art Institute

Supervises: All Creative Writing & Literature Faculty and Staff

Status: Exempt

Effective Date: 2022-2023

On-Campus Hours (position is exempt): 8:30 a.m.-5:30 p.m.

### Mission

NMSA – High School and Art Institute - provides access to a rigorous mastery arts and academic high school education for youth with passion and aptitude in the arts, leading to post-secondary learning, careers in the arts, and lives that contribute to society.

### Primary Responsibilities:

The Creative Writing & Literature Department Chair is responsible for ensuring the overall quality and direction of the Creative Writing & Literature department including the development of students and faculty, the artistic quality and fidelity of performances and presentations, being a spokesperson and representative within the school and in the outside community for the School as a whole and the Creative Writing & Literature department specifically; and being supportive and part of the whole school culture - its academic faculty and goals, other art departments, administration and leadership.

### Artistic and Managerial Oversight:

- Oversees all artistic aspects of the Creative Writing & Literature Department, including curricula, visiting artists, scheduling, performances/presentations and programming for in-school and out-of-school (Community Engagement) Creative Writing & Literature activities
- Recruits, manages, evaluates and develops Creative Writing & Literature Department faculty and staff including watching classes, rehearsals and performances/presentations and providing feedback
- Fosters open and supportive communication among Creative Writing & Literature Department staff
- Responsible for ensuring that Creative Writing & Literature Department programming is aligned to the mission and goals of the organization and works to ensure that every class and each department member is student centered: focused on the improvement and development of each student
- Works collaboratively with all Art Department Chairs on ensuring quality of programs and curricula including the Community Engagement Program, growth and development of

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students and faculty, maintaining the positive school culture, and the development of cross department performances, exhibits and initiatives including ArtSpring

- Participates in development activities including but not limited to master classes, Circle of the Arts events, donor events and school tours.
- Serves as the Creative Writing & Literature department representative within the larger NMSA community
- Connects the NMSA Creative Writing & Literature Department to the community outside of the school through collaborations with other organizations, and participation in non-NMSA events

### Teaching, Choreographing, Directing

- Teaches during Arts block five days per week (2.75 hours/day)
- Teaches Senior Creative Writing Seminar as part of the Creative Writing Minor program
- Plans, directs, and attends all Creative Writing & Literature Department performances/presentations
- Directs and oversees visiting artists for the department
- Adjudicates annual admission portfolio reviews
- Actively recruits talented young artists for admission consideration
- Assists students in applying for and attending summer study programs
- Assists students in applying for college programs including preparing portfolios

### Administrative:

- Oversees all administrative aspects for the Creative Writing & Literature Department including scheduling with other art chairs and school administration, grading, attendance, performance/presentation production work, etc.
- Evaluates each student and tracks their progress through the NMSA Art Evaluation System – loading grades and comments into the online grade book.
- Provides written and verbal reports as requested for school leadership and the board of director meetings
- Holds meetings with parents/guardians and students as needed so that communication is open and concerns are addressed in a timely manner
- Participates in school-wide events like assemblies, faculty/all-staff meetings (including those that may begin before 9:00 a.m. and other events; the Creative Writing & Literature Department Chair is part of the overall fabric and culture of the whole school
- Participates in school-wide planning and initiative efforts

### Fiscal:

- Participates in the creation of an annual Creative Writing & Literature Department budget in conjunction with the Head of School and President or designee(s)
- Responsible for tracking to the above approved budget through quarterly meetings with Head of School and President or designee(s)
- Works collaboratively with NMSA Development Staff on fundraising events and cultivation events

### Working Conditions, Environment and Physical Requirements:

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- Performs his or her functions in a variety of environments including: the School, Art Institute offices, classrooms, and other performance venues
- Requires weekend and evening hours during performance seasons
- Requires travel throughout the state for the Community Engagement Program

### Knowledge, Skills, and Abilities Required:

- Believes in the mission of the School
- Professional background as a writer
- Extensive experience as a teacher with a proven track record in developing student talent, developing positive relationships with students, and success in teaching diverse learners
- Minimum BA and a teaching license or ability to obtain one is preferred
- Publishing experience a plus
- Managerial and administrative experience a plus
- Connection to New Mexico a plus
- Desires to strive for excellence in job
- Ability to work with people of all backgrounds and ages
- Supports teamwork and collaboration
- Behaves ethically and with personal integrity
- Excellent communication and management skills
- Excellent organizational skills
- Self-motivated and detail oriented
- Professional appearance
- Flexibility in work schedule – weekends and evenings are required for this position during performance seasons and for other job requirements outlined above.

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