



500 Montezuma Avenue, Suite 200, Santa Fe, NM 87501 | 505.216.7888 | nmschoolforthearts.org

Job Description – Creative Writing and Literature Instructor

Organization Statement of Purpose:

NMSA 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.

Title: Part-Time Creative Writing & Literature Instructor
Reports to: Creative Writing & Literature Chair
Supervises: None
Status: Exempt
Effective Date: November 1, 2023
End Date: June 1, 2024

Primary Responsibilities:

Instruction:

- Teaches assigned classes in location and times as designated by the Head of School or Department Chair;
- Seeks visiting artists, guest speakers, workshops, and organizes field trips to augment curriculum as budget allows.
- Aligns course projects/calendar, exhibitions, leave, on-site presence and all planning with respect to the CW&L and NMSA Event and Curricular/Academic Calendars.
- Arrives prepared and on time to work daily, to meetings, to teach classes, and submits grades via Powerschool weekly no later than each Tuesday by 5 pm;
- Enters student attendance daily;
- Is accountable for daily workday as scheduled (based on their agreement). Present on campus and in daily communication with CW&L Chair as well as works special events, auditions, field trips, outreach, fundraisers, etc. as directed by the Chair, some evenings and weekends are required;
- Checks and responds to email and phone/texts messages on a daily basis;
- Coordinates at least one full production as assigned by the Creative Writing & Literature Department Chair;
- Supports other productions as requested by the Creative Writing & Literature Department Chair;
- Professionally communicates with faculty, staff, students, parents, and CW&L Chair in a timely manner throughout the school days, week, and year;
- Helps prepare CW&L students for college placement in creative writing (via course content, Letters of Recommendation, student advising, portfolio preparation, college visits to campus, college information night with parents, etc.);
- Advocates for students for awards, scholarship, competitions, summer study, and other extra-curricular activities to build their character, experience, and resume;
- Remains within assigned production budget;
- Maintains an awareness of student progress in CW&L and helps identify students who require extra assignments/direction or other assistance to ensure his/her emotional and intellectual health including attention to 504/IEP/gifted and other special learning differences; reports findings to CW&L Faculty and Chair;
- Works closely with CW&L arts faculty on a daily basis to assess student needs, collaborate, and create a vibrant curriculum;
- Communicates expectations, deadlines, and techniques to students in a timely, clear manner and allows for ample work time to complete projects;

- Communicates course instruction in a variety of methods (verbal, demo, visual examples, hard copy, digital examples, video instruction content, hands-on, group work, writing, solo work, etc.) and makes related points/grades clear to students;
- Engages in reflective teaching practices and mentor/ee teaching in CW&L and with CW&L Chair; sets professional goals and aims for growth in teaching;
- Attends to the diversity of NMSA-AI', NMSA's , and CW&L students and develops a curriculum both accessible and challenging to them;
- Adheres to 504 and IEP instructions and recommendations and meets and communicates with staff, student, and parents to best serve the success of each individual student and attends parent/student meetings as directed by Chair;
- Reports disciplinary or other concerning student/class issues to both the CW&L Chair and Principal/Head of School within 24 hours of concerning events; and
- Organizes, plans, and manages CW&L events, exhibitions, guest artists, and other administrative duties as directed by the CW&L Chair.

Lesson Plan and Curriculum:

- Understands the goals, objectives, priorities and responsibilities of the CW&L Department, and aligns instruction accordingly;
- Provides appropriate lesson plans;
- Shares written lesson plans with the department chair based on directives of the Head of School.
- Provides syllabus for classes;
- Provides and tabulates pre and post semester class assessments;
- Provides appropriate constructive feedback to students;
- Works with the Department Chair in ongoing refinement of CW&L curriculum, Department goals, and strategies for implementation;
- Understands the goals, objectives, priorities and responsibilities of the CW&L Department and aligns instruction accordingly;
- Sets clear, thoughtful course goals, calendars, and outcomes to ensure a scaffolding and experience and knowledge for each course and student;
- Prepares students in use and comprehension of arts-related vocabulary;
- Attends to the development of oracy, reading, and writing in the field of art in all courses as directed by CW&L Chair;
- Develops lesson plans and creative writing/literature curriculum to facilitate student learning, reflect curricular goals, and utilize guest artists and local exhibitions as available;
- Utilizes CW&L department templates, syllabi, grading rubric, and agreed upon grading procedures;
- Supports NMSA and CW&L policies in classroom and at school events on or off campus (see handbook);
- Designs, implements, and makes appropriate adjustments to curriculum as directed by the Chair; and
- Shares syllabi and course calendars with the Department Chair by the agreed upon dates each semester and with students.

Administrative:

- Aids in research and curriculum development including post secondary colleges and opportunities;
- Pre- and post-production planning and execution;
- Submits requisitions and reimbursement forms in a timely manner;
- Submits Leave request forms at least two weeks in advance of a known absence; and
- Responsible for finding substitutes in the event unable to teach, whenever possible.

Other Duties:

- Fully participates in the admissions process as an audition panelist.
- Participates in regular department meetings.
- Works the traditional academic school year, as well as plans with the CW&L Department Chair prior to the start of classes and after the end of classes to ensure a successful school year. Is available, present, and is in daily communication during this contract time.

- Attends scheduled all staff and all artistic staff meetings.
- Attends all in-service days as indicated on the school calendar.
- Attends student/instructor conferences.
- Attends other department events at least once a year.
- Chaperones at least one student activity per year (ie, school dances, etc).
- Creates class supply lists.
- Available for Parent Teacher Conferences, Back to School Night, Next Step Planning, Arts Collaboration Exchange Day, Graduation, Assemblies and other all school activities and events as requested by the CW&L Chair.
- Participates in preparation, planning, and tech week of Art Spring production as requested.
- Reports daily attendance for students within the first 10 minutes of class via Powerschool.
- Perform faculty/staff duties as requested and scheduled: Lunch/Door Duty, Chaperone, Events, Assemblies
- Acts as an ambassador for New Mexico School for the Arts to the community at large.
- Works toward building partnerships in community with art and design professionals and institutions
- Connects community and students through instruction, coursework, and internships.
- Participates in Outreach/Recruitment and Admissions activities, as requested by the Department Chair via workshops, school visits, etc.
- Communicates and collaborates with other Arts Departments and Academics classes/teachers in developing course content/projects as well as to problem solve on how best to assist in student learning.

Knowledge, Skills, and Abilities Required:

- Believes in and promotes the mission of the whole school;
- Is equity-oriented;
- Minimum requirement is a B.A., teaching license is preferred;
- Demonstrates a passion for creative writing and literature;
- Engages in ongoing learning in the arts and education (collaborations, workshops, classes, periodicals, on-line tutorials, etc.);
- Desires to strive for excellence in teaching, practices reflective teaching and participates in evaluation/review process;
- Demonstrates ability to work with people of all backgrounds and ages;
- Behaves ethically and with personal integrity;
- Communicates clearly and respectfully with all NMSA constituents;
- Maintains organization of files, courses, student records, communication, and classrooms;
- Displays professional appearance and communication with students;
- Maintains professional relationships with colleagues, students, parents, staff and community; and
- Maintains boundaries of personal and private life.

This position description indicates the general nature and level of work expected of the instructor. It is not intended to be a comprehensive listing of all activities, duties, and responsibilities required of the Instructor. The performance appraisal for this position will evaluate the incumbent's ability to meet or exceed the minimum requirements of the job. Finalized and approved job descriptions for all positions in the New Mexico School for the Arts- Art Institute will be housed in the Development Office and are updated periodically. Copies are available on request.

I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization's needs change, my job description will change.

Employee Signature: _____

Date: _____