



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

---

<b>Position Title:</b>	PK-12–Visual Art Curriculum Specialist /Springboard Partnership Coordinator
<b>Payroll/Personnel Type:</b>	12 months
<b>Job #:</b>	8956
<b>Reports to:</b>	Chief of Schools
<b>Shift Length:</b>	8 hours
<b>Union Eligibility:</b>	Not Eligible
<b>Starting Salary:</b>	\$110,000

**Position Summary:**

Within St. Louis Public Schools (SLPS), this position is responsible for coordinating the development, implementation, and curriculum/course offerings within the designated area of supervision. The role requires close collaboration with teachers, instructional aides, department chairpersons, building administrators, Central Office administrators and staff, as well as supervisors and coordinators.

Additionally, this position oversees the Springboard programs and projects within SLPS, working in partnership with the Springboard Program Department, SLPS staff, and Springboard teaching partners/artists to advance the mission of both organizations. A strong understanding of the arts and their integration into other disciplines is essential for success in this role.

**Essential Functions:**

- Align curriculum with Missouri State Standards, ensuring appropriate instructional practices.
- Provide content expertise and strategic support to identified teachers, teams, and staff within SLPS and Springboard.
- Design, implement, facilitate, and evaluate professional development activities for educators and Springboard teaching partners/artists.
- Lead curricular adoption committees, providing informed guidance on instructional materials.
- Evaluate all aspects of the Visual Arts and Springboard curricula, ensuring alignment with educational goals.
- Observe Springboard teaching partners/artists in classrooms, providing feedback on lesson plans and instructional methods.
- Represent SLPS and Springboard in community activities related to Visual Arts and integrated disciplines.
- Ensure research-based instructional strategies are implemented effectively at the building level.
- Coordinate Visual Arts programs and course offerings across elementary, middle, and secondary levels.
- Supervise the purchase and implementation of instructional materials, ensuring alignment with district initiatives.
- Act as a resource and support for district-wide instructional and curricular initiatives.
- Prepare and manage the annual budget for curricular materials and program expenses.
- Assist in grant creation and reporting for arts and education funding.
- Collect and review evaluation data from teachers, Springboard evaluators, and teaching partners/artists, making necessary improvements.
- Maintain accurate record-keeping and reporting for SLPS and Springboard.



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

---

- Attend and actively participate in all department meetings and special events as required by both organizations.
- Serve as a liaison between SLPS, Springboard, and teaching partners/artists, managing personnel files, payroll, and teacher reapplication processes.
- Implement and enforce district policies related to curriculum and instruction.
- Share current research and professional literature with staff related to Visual Arts and interdisciplinary integration.
- Collaborate as a team member of the SLPS Curriculum, Instruction, and Professional Development team and the Springboard Program Department.
- Recruit, develop, and schedule Springboard programs and teaching partners/artists to meet district curriculum needs and foster creativity, critical thinking, communication, and collaboration in students.
- Facilitate partnerships between schools, teachers, and Springboard teaching partners/artists to create shared goals and maximize program effectiveness.
- Assist in writing and editing promotional materials, including catalog descriptions, biographies, newsletter articles, and program guides.
- Supervise Springboard teaching partners/artists, including disciplinary actions when necessary.
- Develop and manage long-term residency programs with Springboard teaching partners/artists.
- Coordinate the Springboard teaching partner/artist application and hiring process.
- Act as Project Manager for school recruitment, event coordination, budget management, and public relations for Springboard programs.
- Disseminate information about SLPS/Springboard partnerships to district staff, parents, and students.
- Perform any other responsibilities assigned by SLPS and Springboard supervisors.

**Knowledge, Skills, and Abilities:**

- Strong knowledge of Visual Arts education and its integration into other disciplines.
- Deep understanding of curriculum development, instructional strategies, and professional development best practices.
- Ability to align curriculum with state and national standards.
- Excellent leadership and facilitation skills for training educators and teaching partners.
- Ability to analyze and evaluate curricula, making data-driven improvements.
- Strong project management skills, including budgeting, event planning, and partnership development.
- Effective communication and collaboration skills with teachers, administrators, and external partners.
- Knowledge of grant writing and reporting processes.
- Ability to supervise and support teaching partners/artists, providing constructive feedback and professional growth opportunities.
- Strong organizational and record-keeping skills to manage personnel files, program evaluations, and compliance requirements.
- Experience with public relations and promotional writing for educational programs.



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

---

**Experience:**

- Background in Visual Arts education and interdisciplinary integration.
- Experience in curriculum development, instructional leadership, and professional development facilitation.
- Previous experience managing arts-based educational programs and partnerships.
- Experience in budget management, grant writing, and program evaluation.
- Proven track record of building and maintaining educational partnerships with schools, teaching artists, and community organizations.
- A minimum of 3 years of teaching experience.

**Education:**

- Missouri Teaching Certificate in Performing or Visual Arts
- Master's degree in education (preferred)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

---

Employee

---

Date

---

Immediate Supervisor

---

Date



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

---

---

Human Resources

Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.***