



Coordinator of Support Services

Overview

The Institute for the Creative Arts is the first Performing & Visual Arts High School in Arkansas. As a charter, the school is funded by the state. Our mission is: *Empowering students through an intensive arts and academic curriculum that prepares them for higher education, creative careers, and to become future leaders in the performing and visual arts industries.*

ICA is seeking an exceptional educational leader to serve as the Founding Coordinator of Support Services for this unique Institute. This individual will be highly visible as he/she works alongside the Dean to oversee and manage all student support services. This position reports directly to the Dean. This individual will be working in collaboration with all teachers in both core content and arts areas to assist students in any and all learning needs.

The Institute is set to open in the fall of 2024 in the new **Center for the Creative Arts**, a 40,000 sq. ft. state-of-the-art facility located on a stunning 10-acre campus on Fort Smith's beautiful Riverfront Drive. Students in grades 9-12 will participate daily in a specific arts program with the inaugural year serving grades 9-11.

The ideal candidate will have significant experience working at the high school level and experience working with public school officials and parents. This individual will play a vital role in the development and implementation of an immersive arts school where the performing and visual arts are the focus and performances are part of the fabric of the curriculum. He/She will be able to work collaboratively with a diverse faculty to better understand each student and their needs. He/She will also have a role in the design of the new facility.

The candidate will possess excellent communication skills and must be able to network with the community and identify students for the program. Developing a community of collaboration within the school between instructors, students, and leaders will be key to a successful launch of the school.

RESPONSIBILITIES:

- Comprehensive knowledge of school-based administration and daily activities.
- Knowledge of Learns ACT and Right to Read
- Ability to lead and coach the RTI student support model at ICA
- Effective communication with all audiences.

- Commitment to improving all student outcomes.
- The coordinator will assist with the planning, development, organization, management, and implementation of the student services programs of the school, which include child welfare, attendance.
- Other duties as assigned by Head of School

Requirements

Must meet Arkansas Teacher Licensure Requirements. Administrator Licensure preferred.

Physical requirements*

- Be able to stand for the majority of the school day in order to effectively monitor and supervise students
- Be able to walk short distances to supervise students between classrooms and activities
- Be able to sit, stand, lean, reach, bend, lift and squat to assist students as needed
- Be able to walk on uneven surfaces (playground)
- Be able to walk up and down stairs
- Be outside in all weather conditions for assigned duty (recess, before school drop offs, after school pick- ups and field trips)

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Salary

Full-time contract. Salary commensurate with qualifications. \$50,000 and up.

Benefits

Full benefits package

Start Date: July 2024

Send vita, unofficial transcripts, and contact info for three references to:

info@csafortsmith.org

or: Dr. Rosilee Russell, Executive Director

Rosilee.russell@csafortsmith.org 479-434-2020

Review of applications will begin in February