



Title:	Head Discipline Assistant		
Reports To:	GSA Associate Director		
Supervises:	Discipline Assistants		
FLSA Status:	Non-Exempt	Job Grade:	EEO Category: Administrative Support Workers
Prepared By:	Paula O. Lockhart	Date: 10/2022	Company/Program: GSA
HR Approval By:	Loren Mills	Date:	Department: Education & Community Arts
JOB SUMMARY:			
<p>The Head Discipline Assistant advances The Kentucky Governor's School for the Arts (GSA) by providing assistance to a particular discipline while serving as a mentor to the community of artists towards the development of a positive experience. As the Head Discipline Assistant, this role serves as a leader to other Discipline Assistants and is a liaison between the Discipline Assistant staff and other areas of the summer program (administration, faculty, residential life staff, etc.).</p>			
ORGANIZATIONAL DUTIES & RESPONSIBILITIES:			
<ol style="list-style-type: none"> 1. Supports the mission, vision, values and standards of behavior of Kentucky Performing Arts. 2. Exhibits effective communication skills including proper use of Kentucky Performing Arts' communication systems. 3. Participates in appropriate professional development programs to attain and maintain competency. 4. Effectively manages financial and physical resources to achieve the mission of the organization. 5. Takes focused responsibility for a group of assigned students in one art form as well as general responsibility for rule enforcement and wellbeing of the entire student body. 6. Serves as a leader amongst all Discipline Assistants 			
SERVICE ORIENTATION: Strives to meet or exceed expectation in the delivery of services and contributes to enhancing the quality of the work environment.			
<ul style="list-style-type: none"> • Provide administrative support to faculty whenever needed (typing, copying, running errands, etc.). • Oversee guest artist visits, including residential needs. • Assist in providing for the safety and well-being of students while under the care and/or supervision of the residential program including, but not limited to, proper use and security of the residential facilities and equipment provided by GSA, our host campus, or any other venue at which activities of GSA may be occurring. • Prioritize the quality of the student experience and what is best for them artistically, socially, and emotionally. 			

- Serve as role models, mentors, and ambassadors at all times by exemplifying the GSA spirit even in intense circumstances.

TEAMWORK: Effectively works with other members of the team, drawing on all resources to achieve common goals or solve a problem. Promotes teamwork as a way to generate positive and creative results.

- Serve as liaison between Co-Residential Supervisors and Discipline Assistants and between Discipline Assistants and Administration.
- Teaching responsibilities to be determined by discipline faculty.
- In cooperation with GSA administration, provide supervision for all GSA field trips, assist with additional summer program preparations as needed, cooperate and work in coordination with Residential Counselor in support of students as needed.
- Be a contributing and communicating member of the staff team always focusing on the wider community’s role and goals. Remain prompt, tidy, and respectful of others’ space, ideas, and roles.

RESOURCE MANAGEMENT: Manages resources such as time, expenses, supplies, labor etc.

- Available during meals and during other non-instructional daytime hours for program planning, evaluation, scheduling and student issues as needed.
- As needed, participate in planning sessions ahead of the summer program with Administrative Staff, Co-Residential Supervisors, and Residential Counselor.
- In cooperation with GSA Administration, Co-Residential Supervisors and Residential Counselor, assist with the staff training at the host campus.
- Enforce and abide by rules, regulations and procedures for community living as published in the 2023 GSA Student and Residential Handbooks during GSA 2023.
- Complete an evaluation, to be provided by GSA, at the close of the 2023 summer program.
- Remain present and practice self-care.

COMMUNICATION:

- Serve as liaison between residence life and faculty communicating logistics for daily activities with particular attention to field trips, Community Service Day and Final Day.
- Maintain close communication on a frequent basis with the GSA Administration, including attendance at weekly Discipline Assistant meetings. Provide information to Discipline Assistants that are not in attendance at weekly meetings.
- Effectively balance between authority figure and mentor with students by maintaining approachable but setting boundaries where needed.
- Other duties and responsibilities as needed.

RESULTING ESSENTIAL PHYSICAL ABILITIES:

1. Ability to effectively communicate in all internal and external relationships for all essential job functions.
2. Above average skills in reading, writing and speaking English.
3. Ability to lift approximately (25 - 50) pounds unassisted using appropriate lifting techniques and/or devices.
4. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
5. While performing the duties of this job, the employee is regularly required to talk or hear.
6. The employee is frequently required to sit or stand for long periods of time, as well as stoop, bend, kneel, and crouch.

PREFERRED QUALIFICATIONS:

- Possesses the ability to skillfully communicate and collaborate with others under pressure.
- Valid driver's license and clean driving record for at least one year
- Eagerness to be involved and possession of a self-starter positive attitude.
- Excellent organizational and time management skills.

EDUCATION, LICENSE and SKILLS:

- Satisfactory progress towards a college degree in Arts Education, Arts Administration, or a related field required. Must have graduated from high school no later than 2020 at time of application.
- Previous experience as a GSA Discipline Assistant required.
- Proven leadership ability. Superior interpersonal skills, including conflict resolution required.
- Self-starter, must be able to work alone with a minimum amount of supervision.
- Knowledge or experience with programs for gifted and talented students.
- Teaching experience.
- Experience in residential educational programs and camps.
- Live in-residence during the summer program and training week in June and July, in the host campus dormitory.

Kentucky Performing Arts provides equal employment opportunities (EEO) to all employees and applicants for employment.

It should be noted that employment with Kentucky Performing Arts is "at will," which means that it is not for any specified period of time and can be terminated by yourself or Kentucky Performing Arts for any or no particular reason. Even though your job duties, title, compensation and benefits, as well as Kentucky Performing Arts employment policies and procedures may change from time-to-time during your employment with the organization, the "at will" nature of your employment will not change, unless Kentucky Performing Arts designates so in writing.

For purposes of federal immigration law, you will be required to provide documentary evidence of your identity and eligibility for employment in the United States (Form I-9) to the organization in accordance with the U.S. Citizenship and Immigration Service (USCIS).

COVID compliance statement:

Please note that the health, safety, and wellbeing of our patrons, artists, clients, staff and volunteers is of the utmost importance. We are carefully monitoring the evolving nature of the COVID-19 virus and following CDC guidelines. Please know that obtaining a COVID-19 vaccine may be required for future employment eligibility. Religious and medical exemptions will be accommodated.

Signature _____

Date _____