



Indus Valley School of Art and Architecture Job description/person specification

Job title	Faculty	Department/office	Fine Art
Job holder		Job code	
Job type	Permanent Faculty		
Line manager	Coordinator of Deptt.	Post-related allowances	

Job aim	Provide students with solid instruction in drawing/painting/printmaking techniques, art history (special emphasis on drawing/painting history), design concepts, color theory, portfolio presentation, and sketchbook/journal use.		
Number of staff managed	As line manager		As countersignatory
Finances managed			

Duty and standards – measurable in terms of time, cost, quality or quantity. Please note this list is not to be regarded as exclusive.

1 Duty (40%)	Instructional Design
Standards	<ul style="list-style-type: none"> • Should demonstrate a strong foundation in art history and the studio disciplines including, but not limited to: ceramics, painting (acrylic, watercolor, tempera) printmaking, and drawing. • Must have an active role in the development of teaching activities, courses, and curriculum in the Fine Art Department. • Design classroom and other learning experiences that foster critical thinking, • advance problem-solving capabilities and challenge and enhance information literacy skills and creativity • should possess good organizational skills, collegiality skills, good communication skills, and technology skills. • Demonstrate the willingness and ability to learn and utilize a variety of instructional delivery methods to improve student learning including all current major digital presentation and information systems • Should be able to provide guidance in advanced research procedures and prognostic techniques to aid students in working from both reference and from their imaginations. • should be able to disseminate application of entrepreneurial skills, to a comprehensive understanding of copyright and other laws pertaining to intellectual properties, and should include a current knowledge of billing practices, asset management, marketing and promotional procedures. • Proficient in the skills necessary to integrate across disciplinary domains, to maintain awareness of international affairs that relate to his or her areas of specialization

2 Duty (20%)	Related Administrative Work
Standards	<ul style="list-style-type: none"> • Providing formative and summative Assessment of taught courses • Organizing subject related field trips to expose students outside college environment • Monitoring students Time Management Skills and overall progress • Directing individual and group studies and practical or supervising independent study projects • Assisting in arrangements for presentations, crits & juries, briefs etc. • Timely organization of the class as per schedule. • Timely submission of grades to academic department. • Adhere to organizational policies and procedures as described in IVS Employee Handbook, Ethics Policy and elsewhere. • Also access your IVS e-mail regularly for notices, attending GSM and other staff meetings from time to time.
3 Duty (10%)	Organizational Development
Standards	<ul style="list-style-type: none"> • Fosters a climate of inclusion, where diverse thoughts are freely shared and integrated to develop plans and solutions that are best suited to circumstances • Understands and appreciates the origins and reasoning behind key policies, practices, and procedures, and is involved with their evolution • Contributes to the organization by participating on working committees and groups, policymaking, development of academic curricula etc.,
4 Duty (20%)	Professional Development And Practice
Standards	<ul style="list-style-type: none"> • Is personally committed to and actively works to continuously improve himself or herself; recognizes the need to change personal, interpersonal behavior; actively seeks feedback. • Is dedicated to continuous learning and self-improvement, and aggressively undertakes activities to enrich intellect, to build new skills, and to hone existing skills • Contributes to the enhancement of knowledge in his field of expertise by interactive demonstrations, exhibitions, writing in professional journals, publishing original work etc., • Dully acknowledge Indus Valley School of Art & Architecture in all your research initiatives and informing school with the proof of your research work.
5 Duty (10%)	Community Service
Standards	<ul style="list-style-type: none"> • Participates in Community development activities such as cultural, social, environmental and other community initiatives through active presentation and efforts. • Incorporates consideration of all classes, races, nationalities, cultures, disabilities, and genders into organizational policy and promotions • Culturally educates IVS community constituents and encourages cross-cultural interaction, both inside and outside the organization.

Submitted by	
Designation	
Date	

Agreed by	
Designation	
Date	
Approved by	
Designation	
Date	