

SAN DIEGO COUNTY OFFICE OF EDUCATION

Personnel Commission

CLASS TITLE: Visual and Performing Arts Technician - JCCS, R50

DEFINITION:

Under administrative direction, develops, plans, and implements programs to allow JCCS students to earn high school course credit through high-quality visual and performing arts (VAPA) experiences and opportunities.

SUPERVISION RECEIVED AND EXERCISED:

Administrative direction is provided by the Senior Director, JCCS. This classification has no supervisory or lead responsibilities.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Plans, designs, implements and monitors VAPA experiences and opportunities in JCCS educational settings.

Collaborates with community-based arts organizations that have educational outreach programs to support and secure internship and/or volunteer for elementary and secondary students in a JCCS educational settings.

Gathers funding through grants and the professional arts community to fund VAPA programs in JCCS educational settings.

Provides direct support and direction of student performances in JCCS educational settings.

Monitors and incorporates the latest developments in high school credit requirements in all VAPA programs.

Conducts special studies and projects as requested, and serves on district-wide and community committees, task forces and panels as needed.

NON-ESSENTIAL FUNCTIONS:

Perform related duties as required.

DISTINGUISHING CHARACTERISTICS:

This position is distinguished from other lateral positions such as Special Development Assistant – JCCS or Special Programs Assistant requires subject matter expertise in community and professional visual and performing arts programs and ways in which to build such programs

in an educational setting, as well as extensive, directly related and progressively responsible experience.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

A valid California Class C driver's license is required as travel from SDCOE to various locations throughout the county may be required in order to perform assigned tasks.

EDUCATION AND EXPERIENCE:

EDUCATION:

Any combination of experience and education that would likely provide the required knowledge and abilities and be equivalent to a bachelor's degree in theater, visual and performing arts or a closely related field.

EXPERIENCE:

Two years of significant, directly related and progressively responsible experience in the professional visual and performing arts, including program development and community outreach, preferably in an alternative or regular educational setting.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic art theory, drama performance and theatrical direction and production principles and techniques

Methods and techniques to aid student outreach in alternate school settings

Successful grant writing and funding source research and procurement techniques

VAPA programs and opportunities in local, state, national and global communities

The relationships between the arts and student academic learning, especially in other core subject areas such as science, technology, engineering and mathematics

High school VAPA graduation and post-secondary VAPA admissions requirements, respectively

ABILITY TO:

Effectively build partnerships and collaborations with teachers, community, and professional arts organizations

Demonstrate initiative to build new processes and partnerships in support of stated goals and objectives

Operate a computer and related software to create documents and spreadsheets/databases that support achievement of activity and funding objectives

Maintain a high level of care and thoroughness in handling the details of a task

Complete work assignments despite frequent interruptions

Handle multiple tasks and perform with flexibility and adaptability

Handle administrative details and emergency situations in a calm, tactful and diplomatic manner

Formulate and express ideas clearly and effectively both orally and in writing

Work independently with minimal supervision

Adjust to change or to the emergent demands of the situation quickly and in a positive manner
Show initiative and focus on accomplishments

WORKING CONDITIONS AND PHYSICAL ABILITIES:

ENVIRONMENT:

Travel to other SDCOE and/or public locations may be required as part of this assignment.

Duties are typically performed in an office setting.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects in the course of regular duties; may lift moderately heavy objects in the course of preparing and directing student performances.

Established: 9/2014

Revised:

Approved by the Personnel Commission: _____ September 17, 2014 _____