

## **DINUBA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: VISUAL & PERFORMING ARTS TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of the Director of Instructional Services and Principal; oversee students in a variety of Visual Arts, Dance, Theater and Music and other performing arts activities; provide a variety of technical services in support of the Districts performing arts program; plan, organize, develop and implement performing arts programs; serve as a resource to school districts and the organization in performing arts; conduct staff development trainings and model classroom lessons for teachers and administration in visual and performing arts.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Oversee groups of students in choral music, instrumental music, art and drama using lesson plans and methods developed by the VAPA certificated staff and Director of Instructional Services.

Assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom environment.

Collaborate with the VAPA team and Director of Instructional Services selecting and developing curriculum and evaluation tools to be used in the performing arts program.

Assist with the implementation and development of performing arts education program in grades TK- 6th grade; model classroom lessons in performing arts.

Observe and control behavior of students in the theater or classroom environment according to approved procedures; report progress regarding student performance and behavior.

Provide on-site and district-wide staff development opportunities in visual and performing arts; conduct workshops in theater/performing arts across the curriculum and productions in the classroom.

Prepare and maintain a variety of records and report related to assigned activities.

Assist in evaluating performing arts programs based on the framework for public schools visual and performing arts.

Communicate with staff members, administration, and community to maximize use of the theater facility.

Operate a variety of office equipment, including a computer and assigned software; drive a vehicle to various sites to conduct work.

Attend meetings and in-services as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Visual Arts, Dance, Theater and Music and other performing arts activities, instruction and performance.

Interpersonal skills including tact, patience and courtesy.

Basic instructional methods and techniques.

Child guidance principles and practices.

Operation of a computer and assigned software.

Classroom procedures and appropriate student conduct.

Oral and written communication skills.

Staff development techniques.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Record-keeping techniques.

**ABILITY TO:**

Assist with the implementation of a complete Performing Arts education program.

Oversee performing arts events and activities.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Reinforce instruction to individual or small groups of students as directed by the teacher.

Meet schedules and time lines.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Train and conduct staff development workshops in theater/performing arts.

Plan and organize work.

Learn district policies and procedures for managing student discipline and learning behaviors.

Prepare and maintain records and reports.

Work independently with little direction.

Maintain records and files.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and some college coursework performing arts, drama or related field and one year experience in performing arts.

Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA). Special Qualifications upon hire for positions at a school site that is supported by Title I funds include:

- Completed at least two years of study at an institution of higher education OR
- Obtained an associate's or higher degree (college level) OR
- Met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local

academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C Driver's License.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Theater and classroom environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Bending at the waist, kneeling or crouching to access materials.  
Reaching overhead, above the shoulders and horizontally.  
Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.  
Lifting and carrying moderately heavy objects.

Employee \_\_\_\_\_ Date \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017