**Western Placer Unified School District**

Position Description

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| Position Title: | **ELEMENTARY ART TECHNICIAN** |
| Department: | School Site |
| Reports To**:** | Site Administrator |

**SUMMARY:**
Under direction of Site Administration and Classroom Teacher, to coordinate and oversee the day-to-day and long-term operations of the school art program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Implements the elementary general art program, directly reporting to the site principal.
- Meets with each elementary class during the allotted time.
- Demonstrates grade-appropriate knowledge and skills in art, and guides students in expressive activities in collage, printmaking, modeling, constructing, drawing, painting, color, and art history.
- Facilitates pupil development of aesthetic concepts and art appreciation, and the ability to make qualitative judgments about art.
- Integrates the Western Placer Unified School District history, math, literature, and science curriculum into the art lesson as appropriate.
- Works with the site Parent Teacher Club and other outside organizations for art-related fundraising events within their working hours.
- Plans and presents art displays and exhibitions of pupils' work for the school, district, and community.
- Operates audiovisual equipment, computer, copying machines, and other related equipment that serve as aids in or to the instructional program.
- Maintains the inventory of art supplies.
- Submits orders of art supplies and materials.
- With the assistance of the school secretary and/or Parent Teacher Club treasurer, monitors art program budget allocations.
- Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**
Under direction, to coordinate and supervise the day-to-day operations of the art room; to perform specialized art activities; and to do related work as required. Have knowledge and experience of computers to be able to perform required technology duties.

**EDUCATION and/or EXPERIENCE:**
High school diploma or general education degree (GED). Experience working with children or youth groups. Training in art or knowledge of art appreciation. Experience leading a school's art program is desired.

**OTHER SKILLS and ABILITIES:**
Knowledge of art theory and history. Ability to develop effective working relationships with students, staff, and the school community. Ability to motivate and enthuse students during their art experience.

**LANGUAGE SKILLS:**
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information to students, staff, and parents in one-on-one and small group situations

**MATHEMATICAL SKILLS:**
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**
Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**PHYSICAL DEMANDS:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; repeat the same hand, arm or finger motion to operate computers or laminating machines; and talk or hear. The employee is occasionally required to stand or walk. The employee must frequently push or pull up to 25 pounds and occasionally up to 75 pounds such as TV/VCR carts and boxes of books. Specific vision abilities required by this job include close vision and ability to tell differences among colors.

**WORK ENVIRONMENT:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. Work is performed indoors.

Board Approved 8/15/2023