

## JOB DESCRIPTION

Wusw 1203

Maintenance & Operations

## Washington Union School District

43 San Benancio Road

Salinas, CA 93908

### Art Docent Director

#### Purpose Statement

The job of the Art Docent Director is done for the purpose/s of recruiting and coordinating volunteers; researching and writing syllabi for new curriculum units; maintaining art collections and related databases/materials; training volunteers; and representing the program at school and community functions.

#### **Essential Functions**

- **Acts** as a liaison between classroom teachers and volunteers and as an art resource for the purpose of distributing materials, art kits, and visual aid prints.
- **Attends** meetings, workshops, etc. (e.g. board meetings, social events, museum tours, etc.) for the purpose of receiving and/or conveying information and/or providing events for recognition and personnel growth and enrichment of volunteers.
- **Conducts** meetings and/or workshops for the purpose of providing docent training.
- **Maintains** records and/or files (e.g. Picture of the Month database, syllabi, docent training, volunteer hours, etc.) for the purpose of ensuring availability of information and materials for curriculum units.
- **Prepares** assessment instruments/tools for classroom teachers and volunteers for the purpose of providing feedback on classroom presentations for evaluation.
- **Prepares** recruitment materials and recruits volunteers at school functions and in the community for the purpose of ensuring availability of information and materials for curriculum units.
- **Maintains** a variety of information, files and records (e.g. health records, financial records, work performed, contracts, budget inspections, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- **Prepares** written materials (e.g. budgets, order forms, annual/monthly reports etc.) for the purpose of ensuring
- **Presents** reports to school board, volunteer docent board, foundations, etc. for the purpose of providing information regarding the docent art program.
- **Represents** the Art Docent Program at school and community functions (e.g. school board meetings, Student Arts Festivals, etc.) for the purpose of recruiting volunteers, securing additional funding, etc.
- **Researches** and orders materials for the purpose of maintaining art collections.
- **Selects** and sequences art projects for the purpose of conforming to the California Visual and Performing Arts Framework, grade level abilities and grade level curriculum.

#### **Other Functions**

- **Assists** other personnel for the purpose of supporting them in the completion of their work activities.

#### Job Requirements. – Minimum Qualifications

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include; operating standard office equipment including software.

KNOWLEDGE is required to perform basic math including calculation of fractions, percent's and/or ratios; review and interpret highly technical information, write technical materials and/or speak persuasively to implement desired actions;

and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: all media of art techniques; art history; instructional methods; child development.

ABILITY is required to schedule a significant number of activities; often gather, collate, and/or classify data; and coordinate a number of factors in the use of equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined and different processes; and use equipment for a variety of purposes under different conditions that requires an understanding of various methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a wide variety of job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is significant; and with equipment it is moderate. Specific abilities required to satisfactorily perform the function of the job include: communicating with person of varied backgrounds; and working with frequent interruptions.

**Responsibility**

Responsibilities include; working independently under broad organizational guidelines with supervision focusing on results; directing other persons within a small work unit; and operating within a defined budget and/or financial guidelines. Significant utilization of resources from other work units is required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing and/or pulling; significant climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 40% sitting, 10% walking and 50% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and a clean atmosphere.

**Experience:** Job Related Experience within Specialized Field required.

**Education:** Bachelor's Degree in job related area.

**Required Testing:**

**Continuing Educ. / Training:**

**Certificates & Licenses:**

**Clearances:**

**FLSA Status:**

**Salary Grade:** Classified 9