



Job Description

POSITION TITLE:	Novice Artist (TEMPORARY) Visual and Performing Arts (VAPA) Educational Services	#4073
SALARY PLACEMENT:	Short Term Employee Hourly Salary Schedule Range 2, Step K	

SUMMARY OF POSITION:

Under the direct supervision of the Artist in Residence Visual and Performing Arts (VAPA) Liaison, the artist is responsible for the development and implementation of art lesson plans.

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Possess one to three years of experience teaching grade school art for groups and working with youth artistic development.

DESIRABLE QUALIFICATIONS – EDUCATION AND/OR TRAINING:

Previous work experience or training with youth in implementing and conducting art classes; demonstrate the ability to engage, challenge, and interest students through a variety of art medium; able to create a safe, inclusive, supportive, and creative environment in a classroom setting; desire to experiment with new techniques and capacity to adapt and teach them to others; strong organizational skills and attention to detail with a proven ability to manage multiple tasks and priorities; able to plan ahead, anticipate and articulate program needs; work independently while keeping open communications with VAPA Liaison and on site staff.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- California Art Standards

Ability to:

- develop age-appropriate annual lesson plans that are California Art Standard based
- provide a supply list of suggested materials needed for lessons
- follow policy and procedures

Possess:

- own transportation as required to fulfill job duties

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Connect students with a variety of art experiences using best practices.
2. Work with AIS Liaison to create annual lessons and supply list.
3. Communicate concerns, questions, and needs to site administrator and AIS Liaison.
4. Provide artistic guidance (and constructive feedback) to support students' artist growth.
5. Other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

7/14/2023 final sc