

# CARDIFF SCHOOL DISTRICT

## **ART DOCENT COORDINATOR**

### **DEFINITION:**

Under the direction of the site principal and in collaboration with classroom teachers, the Art Docent Coordinator will oversee the Art Docent Program for both campuses.

### **TYPICAL DUTIES:**

- Ordering and managing art room supplies for art docent lessons
- Recruiting and scheduling art docents for class lessons
- Providing an orientation and training for the art docent volunteers
- Setting up supplies for each month's project
- Work in conjunction with the principal and art teacher to support art instruction and program needs on both campuses
- Communicating monthly via email with the art docents
- Organizing Family Art Night

### **EMPLOYMENT STANDARDS:**

#### **Knowledge of:**

- Visual and Performing Arts (VAPA) Content Standards for California
- Appropriate art tools and brush techniques
- Safety practices
- Effective time management skills
- District operations, policies, rules, and regulations

#### **Ability to:**

- Demonstrate basic drawing and sketching skills, including pencil, charcoal, and shading techniques, 3-dimensional perspectives, and proportional scale drawing
- Demonstrate basic painting techniques
- Demonstrate basic construction skills including paper mache and ceramics
- Be self-motivated, self-directed learner, collaborative team player,
- Constructive thinker, and problem solver
- Effectively and efficiently plan and organize grade level lessons, student activities, etc.
- Plan and coordinate the work of aides and volunteers when applicable
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Work effectively and efficiently with minimal direction
- Demonstrate interpersonal skills using tact, patience, and courtesy
- Maintain regular and consistent attendance
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Demonstrated ability to communicate and work well with others
- Ability to manage groups in a positive manner

- Possess and utilize strong organizational skills
- Demonstrated ability to utilize technology for communication

## **EDUCATION AND EXPERIENCE:**

High School Diploma (or equivalent)  
Background/experience with visual arts is preferred

## **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 essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **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 essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.