

## **JOB DESCRIPTION**

### **San Diego County Office of Education**

#### **VISUAL AND PERFORMING ARTS PROGRAM ANALYST – JCCS**

##### **Purpose Statement:**

Under general direction, the Visual and Performing Arts (VAPA) Program Analyst performs a variety of complex technical, analytical, and programmatic duties in support of the VAPA initiatives within the Juvenile Court and Community Schools (JCCS) program. Responsibilities include project coordination, program budget coordination, data reporting, contract facilitation, and partnership development to support arts-integrated educational opportunities and Career Technical Education (CTE) pathways. The VAPA Program Analyst exercises independent judgment and initiative to support program implementation, ensure compliance with grant and fiscal requirements, and expand meaningful access to visual and performing arts for JCCS students.

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##### **Diversity Statement:**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

##### **Representative Duties:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

##### **Essential Functions:**

- Supports the administration in the implementation of the Visual and Performing Arts program for students enrolled in the Juvenile Court and Community Schools Program (JCCS).
- Monitors VAPA budgets, including site-based allocations and grant funding; analyze expenditures and recommend adjustments to maximize program impact, under the guidance of program leadership.
- Develops and maintains contracts, MOU's, and service agreements with arts partners, ensuring compliance with district procedures and timelines.
- Researches, drafts, and submits grant proposals and related narratives to support funding for VAPA programs; compile required documentation and data for grant reporting and compliance.
- Provides vision and direction to the VAPA curriculum in order to develop and foster student exploration and expression in the Arts.
- Collaborates with school site staff and administrators to determine programmatic needs

Visual and Performing Arts Program Analyst – JCCS

and supports implementation of arts-based enrichment activities.

- Identifies, cultivates, and sustains partnerships with community arts organizations to support student engagement, internships, and work-based learning opportunities.
- Supports the implementation of CTE pathways in Arts, Media, and Entertainment, including the coordination of curriculum resources with certificated staff and alignments with workforce readiness standards.
- Prepares data driven reports for internal and external stakeholders, including grant compliance documentation.
- Serves as a liaison between JCCS, arts partners, funding agencies, and SDCOE departments to ensure smooth program delivery.
- Monitors program progress and effectiveness, proposing improvements based on student outcomes and stakeholder feedback.
- Provides training or technical guidance to staff and arts partners related to contract processes, reporting, or program goals.
- Facilitates program components, supports needs, and materials for the purpose of meeting grants requirements and program guidelines.
- Prepares a variety of program mandated reports as needed to comply with all grant and program funding and reporting requirements.

#### **Other Functions:**

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **Job Requirements: Minimum Qualifications:**

##### **Knowledge and Abilities**

##### **KNOWLEDGE OF:**

Principles and practices of program analysis, development, and coordination;  
Public education programs and systems related to Visual and Performing Arts and Career Technical Education;  
Budget management, purchasing processes, and basic accounting principles;  
Grant writing, reporting, and compliance procedures;  
Contract development, negotiation, and administration;  
Community outreach and partnership development;  
Data collection, analysis and reporting methods; Applicable federal, state, and local regulations related to arts education and educational funding;  
Office productivity software, including word processing, spreadsheets, databases, and presentation tools.

##### **ABILITY TO:**

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;  
Practice cultural competency while working collaboratively with diverse groups and individuals;  
Plan, organize, and implement program components with limited supervision;  
Visual and Performing Arts Program Analyst – JCCS

Analyze problems, identify solutions, and recommend improvements to systems or processes;  
 Manage budgets, monitor expenditures, and ensure compliance with fiscal policies with limited oversight;  
 Develop and maintain partnerships with schools, community organizations, and professional arts providers;  
 Research and prepare grant proposals and ensure compliance with funding requirements;  
 Draft, process, and monitor contracts, MOUs, and service agreements;  
 Interpret, apply, and explain complex guidelines, rules, and regulations;  
 Communicate effectively both orally and in writing;  
 Prepare clear, concise, and comprehensive reports, correspondence, and presentations;  
 Maintain accurate records and documentation;  
 Establish and maintain cooperative working relationships with a wide variety of stakeholders;  
 Prioritize tasks, manage multiple projects, and meet deadlines.

**Working Environment:**

**ENVIRONMENT:**

Duties are typically performed in an office setting.  
 May be designated in an alternate work setting using computer-based equipment to perform duties.

**PHYSICAL ABILITIES:**

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Education and Experience:**

Education: A bachelor's degree in theater, visual and performing arts, or a closely related field; and

Experience: Three (3) years of experience supporting a visual and performing arts program, including program development and community outreach, preferably in an education setting; or

Equivalency: A combination of education and/or experience equivalent to a bachelor's degree in theater, visual and performing arts, or a closely related field and three (3) years of experience supporting a visual and performing arts program, including program development and community outreach, preferably in an education setting.

**Required Testing**

N/A

**Certificates, Licenses, Credentials**

Valid California Driver's License

**Continuing Educ./Training**

N/A

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
 Physical Exam including drug screen

Visual and Performing Arts Program Analyst – JCCS

Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade Classified Support, Grade 058

**Personnel Commission Approved:** June 18, 2025

Revised: N/A