

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ARTS PROGRAM SUPERVISOR
RANGE: S-34

PRIMARY FUNCTION:

Under the direction of an assigned supervisor, the Arts Program Supervisor coordinates the work of the district Arts Programs to deliver reliable planning, implementation and communications services of arts and arts-related programs throughout the District. The position supervises projects and workflow in such a way as to provide effective controls, respond to the needs of students, teachers, parents, and the community across the system, and to support the learning in classrooms and the work of the Arts Specialist.

REPRESENTATIVE DUTIES:

Train and support staff, students, teachers and others as necessary working with district arts programs and events.

Communicate with various stakeholders to determine needs, to establish schedules and to resolve issues that arise in RUSD arts programs and learning environments.

Prepare and maintain operational procedures and reports; compile notes, procedures, and other information to inform future event planning; develop, create, and edit the Arts Annual Report.

Participate in the development, execution and review of district arts programs and events.

Evaluate new arts programs and equipment and their potential use within the District, as requested.

Assist in the resolution of logistics problems, including the coordination of M&O, publications, contracts, risk management, and transportation as it relates to district arts events and programs.

Review arts program plans and procedures as they relate to district and school site protocol.

Review arts program design and implementation plans.

Manage special projects, as requested.

Present proposals for arts program enhancement, improvement and/or replacements.

Inform management of potential problems before they occur and communicate solutions.

Fulfill departmental requirements by providing work coverage and administrative notification during periods of planned or unplanned absences; represent the district at Arts-related events.

Perform responsibilities according to district policies, regulations, and procedures.

Support the Arts Specialist in maintaining and developing community arts partnerships including relationships with partner artists, arts organizations, and business, and facilitate the vendor and contracting processes.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of support and training

Interpersonal skills using tact, patience and courtesy

Methods of providing work direction and guidance

Methods of record-keeping and office practices and procedures

Principles of arts programs, including knowledge of arts programs taking place throughout the district

District policies and standards relating to district processes (specifically: transportation, publications, risk management, M&O, contracts)

Oral and written communication skills

Correct English usage, grammar, spelling, punctuation and vocabulary

Effective time management and organizational skills

Planning, development, implementation and evaluation

Event management

ABILITY TO:

Direct, train and evaluate the work of staff, students and others as necessary

Establish and meet schedules and timelines on assigned projects

Organize workload for maximum efficiency, including logging and reporting

Create schedules and time lines that assure timely completion of projects

Analyze and correct logistics operations problems

Write and edit intra and interdepartmental communications

Read, analyze, and interpret general job-related periodicals, professional journals, technical procedures, or governmental regulations

Establish and maintain effective working relationships with students, parents, staff, and community agencies.

Resolve conflicts and competing priorities

Use a computer and a variety of software programs

Analyze situations to define issues and draw conclusions

EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited institution and three years of community-based programs support experience, or an equivalent combination of education and experience is required.

An education, arts, or communications or related degree is highly desired

A minimum three years of experience supporting staff and/or supporting end users within an educational setting is preferred. Experience in a supervisory role is desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Requires use of personal automobile, and the possession of a valid California Driver's License and proof of current and appropriate auto insurance coverage.

WORKING CONDITIONS:

Environment: Indoors with some travel to other District sites

Must provide own transportation to conduct work

Physical Abilities:

Seeing to perform activities

Hearing and speaking to exchange information

Lifting to move arts equipment and supplies

Dexterity of hands, wrists and fingers to operate a computer keyboard