



Job Description

POSITION TITLE: Art Specialist (CERTIFICATED) #4084
Student Engagement and the Arts
Educational Services
(TEMPORARY)

SALARY PLACEMENT: Short Term Hourly Salary Schedule

SUMMARY OF POSITION:

Under direction of the Assistant Superintendent of Educational Services, the Director of Student Engagement the art specialist is responsible for instructing, creating, and evaluating art lessons and art instructional materials. The art specialist is also responsible for the training and mentoring of artists in the Artists in Schools (AIS) Program.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND/OR EXPERIENCE:

Possess a Minimum of five years of experience teaching TK-12, with a proven record of fostering youth artistic development. Candidates must hold a valid California Clear General Education or Special Education Teaching Credential with an English Learner authorization. In addition to classroom expertise, the candidate should have experience mentoring and supporting educators.

DESIRABLE QUALIFICATION – EDUCATION, TRAINING, AND/OR EXPERIENCE:

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. Experience in facilitating professional development, modeling effective instructional strategies, and presenting art-based lessons to colleagues. The position requires strong communication and presentation skills, the ability to design and implement engaging, standards-aligned art lessons, and a demonstrated commitment to inspiring creativity, collaboration, and student growth.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- California Art Standards

Ability to:

- supervise, lead, and evaluate staff
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- develop age-appropriate annual lesson plans that are California Art Standard based
- follow policies and procedures
- provide a supply list of suggested materials needed for lessons
- facilitate professional development sessions

Possess:

- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Communicate effectively both orally and in writing.
2. Analyze situations accurately and adopt an effective course of action.
3. Establish and maintain cooperative and effective working relationships with others.
4. Work independently with little direction.
5. Meet schedules and timelines.
6. Prepare reports as needed for program.
7. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, 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.
7. Walk for extended periods of time and navigate outdoor terrain.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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