

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: VISUAL AND PERFORMING ARTS (VAPA) MANAGER

BASIC FUNCTION:

Under the direction of an assigned supervisor, the Visual and Performing Arts (VAPA) Manager assists in the planning, organization, and direct coordination and monitoring of the VAPA Strategic Plan and Proposition 28 funds, providing consistent communication and offering differentiated and innovative support to meet site needs. The job of the Manager will be to oversee the daily operations and the long-range planning of Visual and Performing Arts Education TK-12. The VAPA Manager will facilitate collaboration between district, school, and program staff, and supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Manage and provide oversight to the district's Visual and Performing Arts programs, including but not limited to budgeting, scheduling, resource allocation, and supporting teachers and administrators with Prop. 28 reporting; monitor and ensure progress towards the goals established in the district's Strategic Arts Plan; monitor programs through site visitations, attending events, and collaborating with teachers and administrators.

Advocate for arts programs within the district, securing additional resources and support; collaborate with site and district leadership to ensure equitable and adequate funding, facilities, and resources to ensure access to a sequential arts education program TK-12.

Work with the purchasing department to promote the purchase of appropriate art supplies and instruments.

Support all arts disciplines at all levels to ensure that all programs' needs are being met; explore and promote arts education events facilitated by TCAP, Professional Arts Organizations, the cities of Colton, Grand Terrace, Bloomington, the county of San Bernardino, and All-State events.

Support sites in securing professional development for arts teachers to enhance their instructional practice and stay current with trends and legal considerations in arts education including but not limited to standards, curriculum, and assessment.

Act as chair to various arts education committees including but not limited to the Arts Leadership Committee and a committee of arts teachers representing all high schools and all arts disciplines.

Work with Human Resources and site administration to assist in recruiting, interviewing, hiring, and retaining arts teaching positions, coaching positions, and support staff such as accompanists, per the district's Strategic Arts Plan.

Identify and pursue grant opportunities and alternative funding sources to support and enhance VAPA programs.

Plan and implement regular family and community arts engagement events at district levels; coordinate district-sponsored festivals, concerts, exhibitions, and displays featuring student performances and artworks; develop local arts-based scholarships as well as utilize existing district resources to apply for applicable grants and research federal funding sources that can be used for VAPA education.

Oversee the dissemination of quality and current information on various VAPA-related issues to district personnel and parents; ensure VAPA Teachers are aware of their allocated budgets and the deadlines for purchasing materials, equipment, and services; gather and update arts event dates from all sites via department chairs and site administration to provide an accurate district and site arts calendar; provide resources and facilitate communication through social media, mass-media outlets, and in-house publications.

Foster partnerships with and act as liaison to local arts organizations, cultural institutions, non-profit organizations, educational institutions, businesses, and the community to expand student exposure to the arts and provide potential internship opportunities.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and direction of Visual and Performing Arts programs

California's Visual and Performing Arts Standards and Frameworks.

Project management and Strategic planning

Principles, practices, methods, and techniques used in the consistent and effective administration and advancement of specified arts projects.

District operations, policies, procedures, and goals.

Current applicable laws, regulations, codes, policies, and procedures.

Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Work cooperatively and effectively with administrators, colleagues, teachers, parents, students, and the community.

Assure compliance with laws, codes, and regulations related to Arts Education and Prop 28 funds.

Accurately analyze situations and adopt an effective course of action.

Prepare comprehensive narrative and statistical reports.

Meet schedules and timelines.

Work independently with minimal direction.

Plan, prioritize, and organize tasks by importance and meet deadlines

Communicate effectively, both orally and in writing.

Operate a computer and assigned software.

Proficiently use computer applications including word processing, presentation, database software, and other assigned programs.

Write grants and/or complete applications for county, state, and federal funding proposals/resources

Maintain sensitivity to ethnic, religious, cultural, and sexual differences

Maintain adaptability and flexibility to navigate changing educational landscapes and requirements.

Maintain a strong commitment to ethical conduct, professionalism, and district policies and guidelines

EDUCATION AND EXPERIENCE:

Education: Associate's degree in a visual or performing arts or related field.

Experience: Three or more years of increasingly responsible experience working in a visual or performing arts program.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office and classroom environment.

Driving a vehicle to conduct work.

Constant interruptions.

Indoor and outdoor environment.

PHYSICAL ABILITIES:

Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.

Reaching overhead, above shoulders, and horizontally.

Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.

Hearing and speaking to exchange information in person and on the telephone.

Visual ability to read, prepare/process documents, and monitor various services and personnel.

Sitting for extended periods.

Standing for extended periods.

Walking over rough or uneven surfaces.