

COORDINATOR, VISUAL AND PERFORMING ARTS

DEFINITION

Under general direction, support teachers with the implementation of standards-based lessons and activities in music, visual and dramatic arts. Collaborate with districts and community partners to design and implement activities to increase student VAPA skills, enjoyment of the arts, self-confidence, self-discipline, creativity, and positive life-long habits. Support the education community to promote and embed VAPA in daily learning within the school setting.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Executive Director, Curriculum and Instruction. Exercises direct supervision over professional and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating School Safety and Risk prevention programs and services. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget and contract administration and reporting, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Lead the implementation of the SMCOE Visual, Performing, and Media Arts strategic plan elements in San Mateo County.
- Support the integration, coordination and connection between VAPA Standards and the California State Standards.
- Implement large-scale collaborative projects including the development of integrated arts content, teacher professional learning, field study trips and online resources.
- Coordinate county-wide performances, art shows, and integrated projects.
- Plan, develop, and conduct training, informational sessions and other activities related to VAPA.
- Develop and distribute related training and support materials including multimedia presentations.
- Assist with coordination of meetings, committees and other events related to VAPA.
- Develop arts integrated curriculum and create related instructional materials.
- Work with teachers and administrators to support existing art programs and expansion of offering in

- dance, drama, visual arts, and music.
- Collaborate regularly with teachers to develop a curriculum in each VAPA discipline and across core content areas.
- Monitor and support all aspects of visual and performing arts programs in districts.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to a master's degree from an accredited college or university with major coursework in Visual or Performing Arts, Education, or a closely related field; and
- Five years of teaching experience in VAPA.
- Experience providing instructional coaching and profession development to adults.
- Increasingly responsible administrative experience working with educational programs and services.

Licenses and Certifications:

- Valid Administrative Services Credential or meet the criteria to obtain one at the time of hire.
- Valid Teaching Credential.

Knowledge of:

- Principles, theories, standards, practices, strategies and procedures involved in enhancing student learning and achievement.
- California State Standards, interpretation and application in VAPA.
- The California Arts Education Framework and its application to districts and schools.
- Instructional techniques and strategies related to building conceptual understanding and developing fluency in VAPA.
- Educational services, standards, principles, practices and theories related to VAPA.
- Diverse academic, socioeconomic, cultural, and ethnic backgrounds and disabilities of County students.
- Local, State and Federal standards and requirements governing VAPA.
- Basic budget preparation and control.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Facilitate groups in planning, problem-solving and decision-making.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Prepare and deliver presentations to small and large groups.
- Interpret, apply and explain laws, codes, regulations, policies and procedures.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Analyze situations accurately and adopt an effective course of action.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Prepare and maintain various records, reports and files.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.