

MANAGEMENT JOB DESCRIPTION

COORDINATOR OF VISUAL AND PERFORMING ARTS

JOB SUMMARY:

Under the supervision of the Executive Director of Curriculum and Instruction Services and Support and in collaboration with District administrators, coordinates Visual and Performing Arts (VAPA) programs and related services for the elementary student population. Committed to teamwork, the Coordinator is responsible for supporting VAPA resource teachers' professional development.

ESSENTIAL JOB FUNCTIONS:

- Consults with and assists administrators, VAPA resource teachers and regular education teachers.
- Develops VAPA programs, coordinates curricular resources, and assists in the implementation of programs.
- Assists in planning and implementation, and participates in staff development, program development, and methodologies of staff development activities at school and District levels.
- Responsible for monitoring curriculum, materials, and methodology of VAPA programs.
- Serves as a resource in the identification, selection, and use of instructional materials.
- Attends meetings, conferences, and professional development sessions.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Credential:**
Multiple Subject or single subject: music, art, or theater.
- **Minimum Qualifications:**
Knowledge of VAPA programs.
Knowledge of California State standards.
Experience in the field of VAPA.
Administrative Services Credential desirable.
Strong instructional background with experience in staff development in VAPA.
Knowledge of developmentally appropriate curricular and instructional needs of young children.
Successful experience in working with parents of special needs students.
- **Education:**
Multiple Subject. Master's Degree desirable.

- **Personal Qualities:**

Appearance, grooming, and personality that establish a desirable example for students. Ability to meet District standards for physical and mental health. Better than average recommendations from student teaching supervisors or other professionals who have observed the personal characteristics, scholastic attainment, and classroom performance of the teacher.

Management Salary Schedule /
BOARD APPROVED: 11/18/15