Board Approved: June 17, 2026
Salary Schedule: 253; Row 1

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: PROGRAM ADMINISTRATOR - VISUAL AND PERFORMING ARTS (VAPA) EDUCATION

JOB PURPOSE STATEMENT: Under the direction of the Director of Curriculum and Instruction, or designee, provides educational and administrative leadership, coordination, technical assistance, and support for districtwide Visual and Performing Arts (VAPA) education programs. Assists site administrators and teachers in planning, implementing, evaluating, and continuously improving arts education programs; supports the implementation of the California Arts Standards and Frameworks; coordinates professional learning; develops community partnerships; and promotes high-quality visual and performing arts opportunities for all students.

JOB FUNCTIONS:

- Provides direction and assists in the development, implementation, and evaluation of curriculum and instruction in visual and performing arts education.
- Ensures district visual and performing arts programs align with the District's mission, goals, strategic priorities, and instructional initiatives.
- Collaborates with site leadership staff to analyze districtwide student enrollment, participation, and achievement data in visual and performing arts programs and recommends strategies for program improvement.
- Collaborates with site administrators and teaching staff to ensure the planning, implementation, evaluation, articulation, continuity, and expansion of visual and performing arts programs and instructional opportunities throughout the district.
- Provides leadership and coordination for districtwide student exhibitions, performances, showcases, festivals, and recognition programs that support student learning and achievement in the visual and performing arts.
- Provides consultation, technical assistance, and support to site administrators, teachers, and instructional leaders regarding visual and performing arts curriculum, instruction, assessment, scheduling, and program development.
- Serves as the districtwide point of contact for site administrators regarding visual and performing arts education programs and initiatives.
- Prepares, in collaboration with site principals and district leadership, an annual visual and performing arts report for the Board of Trustees highlighting districtwide programs, accomplishments, participation, and site initiatives.

- Facilitates and models effective collaborative communication to support professional learning teams and collaborative planning processes.

- Researches and supports the implementation of effective instructional practices and visual and performing arts integration strategies across content areas.

- Develops and facilitates professional learning opportunities for visual and performing arts educators aligned with California Arts Standards, Frameworks, and district instructional priorities.

- Collects, analyzes, and reports program data to evaluate program effectiveness, monitor participation and student outcomes, identify areas of need, and support continuous improvement efforts.

- Assists with the review, selection, adoption, implementation, and evaluation of instructional materials, curriculum resources, and assessment tools related to visual and performing arts education.

- Supports site principals and Human Resources staff in the recruitment, selection, and onboarding of certificated staff for visual and performing arts programs.

- Develops and leverages partnerships with community organizations, higher education institutions, arts organizations, business partners, and industry representatives to expand opportunities for students and staff.

- Identifies, coordinates, and supports grant opportunities and external funding sources that enhance visual and performing arts programs.

- Increases public visibility and awareness of visual and performing arts learning across the district and community through district communications, website content, social media, and community engagement activities.

- Coordinates with Maintenance and Operations staff to develop goals, objectives, processes, standards, and procedures related to district performance venues and best practices for auditorium operations and support services.

- Collaborates with Learning Support Services, Career Technical Education staff, and site leadership to support and expand Arts, Media, and Entertainment pathway opportunities and related college and career readiness programs.

- Serves as a liaison and participates with local, county, state, and national organizations, committees, networks, and professional associations related to visual and performing arts education.

- Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Overall implementation, organization, promotion of current instructional methodologies of VAPA programs.
- School law administration and applicable sections of the State Education Code.
- Board and District policies; principles and practices of administration, supervision and training
- Community relations strategies, conflict resolution strategies and team building techniques.
- California Department of Education frameworks for VAPA, ESSA (Every Student Succeeds Act).
- Curriculum, goals and objectives of the department.
- Record-keeping and report writing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a variety of office equipment including a computer and assigned software.
- Oral and written communication skills.
- Principles and practices of supervision and training. Applicable laws, codes, regulations, policies and procedures. Interpersonal skills using tact, patience and courtesy.
- Public speaking techniques.

ABILITY TO:

- Present information effectively and respond to questions from groups of managers, clients, customers, and the general public.
- Establish and maintain effective working relationships with staff, students, parents, and community members.
- Attend professional learning, conferences, meetings, and events related to visual and performing arts education, educational leadership, and emerging instructional practices.
- Train and help monitor the performance of support personnel.
- Expertise in the overall implementation, organization, promotion current instructional methodologies of VAPA programs;
- Maintains current knowledge of state and federal laws, regulations, frameworks, funding requirements, and best practices related to visual and performing arts education and ensures compliance within assigned areas of responsibility.
- Human relations strategies, community relations strategies, conflict resolution strategies and

team building techniques.

- California Department of Education frameworks for VAPA and ESSA (Every Student Succeeds Act).

WORKING CONDITIONS:

Environment:

- Office/school campus
- Subject to frequent interruptions
- Subject to driving a (personal and/or district) vehicle to conduct work
- Noise
- Isolation
- Indoor/outdoor

Hazards:

- Exposure to loud noise, fumes, vapors and dust from equipment operation for prolonged periods of time
- Exposure to aggressive or uncooperative behaviors
- Working in a cramped or restrictive work space
- Exposure to electrical power supply

PHYSICAL ABILITIES:

- Visual acuity
- Hearing, at approximately 60 decibels, and speaking to exchange information
- Walking/Standing/Sitting for extended periods of time
- Exhibit a full range of motion for shoulders, wrists, elbows, hips, ankles, knees, neck, and back
- Dexterity of hands and fingers to operate standardized equipment
- Mobility
- Bending, stooping and squatting
- Gripping and grasping
- Twisting at waist

- Kneeling, crawling, lie on back
- Climb slopes, stairs, steps, ramps, scaffolding, and ladders
- Work at various elevated heights
- Light work: lifting, carrying, pushing and/or pulling up to approximately 25 pounds

JOB QUALIFICATIONS:

Education:

- Master's Degree required

Experience:

- Minimum of five years of successful teaching experience in visual and performing arts education.
- Minimum of three years of administrative experience in a school setting, preferably at the secondary level.
- Preferred: Extensive experience in visual and performing arts education, including ten or more years of successful teaching experience and significant experience directing student performances, productions, exhibitions, or showcases.

Credential and Licenses

- Valid California Administrative Services Credential
- Valid California teaching credential
- Valid California Driver's License