



Job Description

POSITION TITLE:	Coordinator IV Student Engagement and the Arts Educational Services	JD#6376
SALARY PLACEMENT:	Management Salary Schedule Range 14	

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent of Educational Services and the Director of Student Engagement and the Arts, the Coordinator IV provides leadership, oversight, and strategic direction for the San Joaquin County Office of Education's Artists in Schools (AIS) Program. The Coordinator IV is responsible for supervising, supporting, observing, and evaluating the AIS Program Manager and all temporary teaching artists and contracted personnel associated with the program, ensuring the delivery of high-quality arts instruction and services throughout San Joaquin County. The Coordinator IV leads the planning, implementation, expansion, and continuous improvement of the Artists in Schools Program by developing systems, procedures, partnerships, and resources that support program growth and sustainability. The position collaborates with school districts, community organizations, teaching artists, and educational leaders to expand equitable access to standards-aligned arts education opportunities for students and educators throughout the county. The Coordinator IV provides leadership in curriculum development, instructional coaching, and professional learning to ensure all arts programming aligns with California Visual and Performing Arts Standards and county educational priorities. Responsibilities include designing and facilitating professional development for certificated staff and teaching artists; supporting countywide arts initiatives, including art shows, student performances, arts camps, and arts programming in county-operated schools; and monitoring program effectiveness through continuous improvement practices. Additionally, the Coordinator IV supports countywide student engagement initiatives, academic competitions, and special events by assisting with planning, coordination, and event implementation. This position serves as a key leader in advancing the county's strategic vision for arts education through program development, partnership cultivation, and expanded opportunities that enrich student learning through the arts. Evening and weekend work is required to support program activities and events.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree in an education related field, a valid California Clear General Education or Special Education Teaching Credential with an English Learner authorization. Experience in the fields of visual and performing art. Previous work experience with special student populations including English Learners and students with disabilities.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master's Degree. Three years of classroom teaching experience in visual and performing art. Possess or be eligible for a California Administrative Services Credential.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- assigned software
- program evaluation and data collection

Ability to:

- supervise, evaluate and lead staff
- comprehensive understanding of arts curriculum design
- knowledge of California Arts Standards and implementation
- Arts Integration experience
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- oversee and manage budgets in partnership with the Student Engagement and the Arts Director
- plan, coordinate, complete, and provide leadership for programs designed for students in grades TK-12 from throughout San Joaquin County
- provide instruction leadership and guidance to teachers in the classroom
- function in a leadership role in setting agendas and conducting meetings on a regular basis
- communicate and integrate programs effectively with other members of the Education Services Department as well as districts, school sites and the community that serve students, teachers, administrators
- evaluate the quality of student programs with an eye on innovating new programs and enhancing and upgrading existing ones
- speak and make presentations before large groups of people

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- proficiency in various modes of writing
- 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.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program, students, and staff.
3. Supervise, evaluate, observe and train staff for Artists in Schools.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Assist at state and national competitions whenever possible.
14. Coordinate state competitions when required by the program.
15. Attend statewide coordinators meetings when needed.
16. Assist in the recruitment of qualified teachers, coaches, event managers and volunteers.

17. Assist in the organization and implementation of the County Spelling Bee, State Spelling Bee, Academic Decathlon, Mock Trial, Elementary, Middle School and High School Science Olympiads, State Science Olympiads, and Pinnacle recognitions.
18. All other duties as assigned.

PHYSICAL REQUIREMENT:

Employees in this position must be able 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 visual 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.

WORK ENVIRONMENT:

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

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