

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

Job Description: Coordinator of Visual and Performing Arts

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Instruction, provides system-level leadership and collaborative support for LBUSD's PK-12 visual and performing arts (VAPA) ecosystem. This role is a dedicated coordination and implementation position responsible for planning, implementing, supervising, coordinating, and evaluating arts education instruction throughout the district. The Coordinator serves as the primary district liaison to community arts organizations, manages partnership development and agreements, leads arts communications and outreach, and ensures that students across all grade levels have access to arts opportunities.

ESSENTIAL DUTIES:

- Plan, implement, supervise, coordinate, and evaluate arts education instruction throughout the district.
- Understand and support the implementation of the CA Arts Standards and Frameworks for all grade levels.
- Identify, cultivate, and manage formal partnerships with Laguna Beach's arts community organizations and other cultural institutions.
- Develop and maintain standard MOU and liability frameworks for community arts partner agreements.
- Manage scheduling, contracts, and logistics for artist residencies, in-school performances, and community-based arts programming.
- Ensure partnership activities are equitably distributed across sites and accessible to all students.
- Design and implement strategies to connect students of all backgrounds and experiences to LBUSD arts opportunities across disciplines.
- Coordinate cross-disciplinary and new school-level learning experiences to engage students who would benefit from arts connections.
- Work with school counselors, classroom teachers, and site administrators to reduce structural barriers to arts participation.
- Develop and implement a district-wide arts communications strategy in coordination with the district communications team.
- Support and empower student-led efforts to promote arts programs, school clubs, student leadership, scholarships, and community events.
- Ensure consistent and broad awareness of arts pathways, CTE certifications, community partner opportunities, and financial support.
- Manage the recruitment, onboarding, and scheduling of professional experts and outside coaches who support arts programs across the district.
- Maintain a qualified roster of professional artists and practitioners.
- Support the integration of arts and cross-disciplinary arts content into district Professional Development days.
- Facilitate connections between arts educators and their colleagues in other disciplines to advance authentic and inclusive skill development.
- Maintain and analyze data on arts program enrollment, participation, access, and equity across grade levels and sites.

- Provide regular reporting to the Assistant Superintendent and, as appropriate, to the Board of Education.
- Identify and pursue external grant opportunities and supplemental funding sources to support arts programming.
- Coordinate and support district arts events, exhibitions, and celebrations, including the annual districtwide visual and performing arts event.
- Support site arts educators with in-school performances, field trips, and student showcases, including integration into the school calendars across all sites.
- Serve as a district liaison to community arts organizations and cultural institutions.
- Collaborate with the VAPA Leadership Team, VAPA TOSAs, and the Assistant Superintendent of Instruction in regular strategic planning meetings.
- Attend and participate in district, regional, and national meetings, workshops, and professional conferences as assigned.
- Maintain flexible hours for periodic district meetings, student showcases, and school events that occur after the regular school day.
- Performs other related work and duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Comprehensive knowledge of K-12 arts education and the California Visual and Performing Arts Standards.
- Understanding of CTE pathways in the arts.
- Curriculum, content area standards, and effective teaching practices.
- Inclusive practices aligned with Universal Design for Learning principles.
- District operations policies, rules, and regulations.

Ability to:

- Build and sustain partnerships with community organizations.
- Work collaboratively with certificated staff, classified staff, administrators, and community stakeholders.
- Communicate effectively with a variety of audiences, both orally and in writing.
- Work independently with little direction.
- Plan and present professional development.
- Direct multiple projects simultaneously.
- Apply organizational, critical thinking, and analytical skills.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Valid California teaching or CTE credential in the arts.
- California Administrative Services Credential or eligibility preferred.
- A bachelor's degree is required; a master's degree in arts, arts education, administration, or a closely related field is preferred.
- Minimum five years of experience in arts education, arts administration, or arts program management in a school district or comparable public institution.
- Demonstrated experience managing community partnerships and agreements.

WORKING CONDITIONS:**Environment:**

- Indoor office environment.
- Variety of workspaces with constant interruptions.

Physical Requirements:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, twist, kneel, and squat.
- Ability to lift, push, pull, and/or move up to 15 pounds regularly, and up to 50 pounds with assistance.
- Ability to see for the purposes of reading materials, observing students, and the safe operation of equipment.
- Ability to hear and understand speech at normal levels.

SALARY AND WORK YEAR:

The position will have a 211-day work year and will be on the LaBUFA Coordinator salary schedule.