

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator, Visual and Performing Arts	CLASSIFICATION:	Certificated Management (UPE)
SERIES:	Coordinator I	FLSA:	Exempt
JOB CLASS CODE:	9737	WORK YEAR:	12 Months
DEPARTMENT:	Curriculum and Instruction	SALARY:	Range 30 Salary Schedule B
REPORTS TO:	Assistant Superintendent of Curriculum and Instruction	CABINET APPROVAL:	12-11-17

BASIC FUNCTION:

Facilitate the integration of visual and performing arts in the instructional program by providing professional learning, supporting instruction, and serving as a resource to increase student/staff knowledge and participation. Establish an environment which encourages creative and innovative integration of visual and performing arts.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Design, coordinate, and provide visual and performing arts professional learning opportunities to meet curriculum goals; focus on the effective teaching and learning of the visual and performing arts standards; and model effective integration of visual and performing arts in the classroom for teachers and students. **E**

Provide input in the development of District-wide and school level programs that enable teachers and students to integrate visual and performing arts into the instructional program. **E**

Assist teachers in the development of curriculum materials and lessons integrating visual and performing arts and the literacy standards for social science, science, and technical subjects. **E**

Research and develop integration of visual and performing arts that correlates to District standards. **E**

Communicate and collaborate with other administrators, District personnel, outside organizations, agencies (e.g. E. Claire Raley Studios for the Performing Arts (CLARA), Sacramento Metropolitan Arts Council, Crocker Art Museum, etc.), and vendors to coordinate activities and programs, resolve issues and conflicts, and exchange information; model District standards of ethics and professionalism. **E**

Provide support to schools regarding the purchase of materials used to enhance student learning in the visual and performing arts. **E**

Develop and coordinate grant-writing proposals. **E**

Serve as a liaison between the District and county, state, and federal agencies. **E**

Remain current concerning trends in visual and performing arts by reading journals/papers, taking courses, and attending workshops. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Assist with the preparation of the annual departmental budget; analyze and review budgetary and financial data; and monitor and authorize expenditures in accordance with established guidelines. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; and plan, coordinate and arrange for appropriate training of assigned staff. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all members of diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's degree, three years of teaching experience, and experience in visual and performing arts education, staff development, and training of adults, as well as experience implementing visual and performing arts programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Possession of a valid California Teaching Credential and Administrative Services Credential are required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methodologies for integrating visual and performing arts into the curriculum and for managing change on a proactive basis.

Effective practices in the integration of visual and performing arts and staff development.

Terminology used in visual and performing arts.

Adult learning theory.

Current trends in visual and performing arts.

Budget preparation and control.

Applicable laws, codes, regulations, policies, and procedures.

District organization, operations, and objectives.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.

Principles and practices of management, supervision, and training.

Evaluation approaches, strategies, and techniques.

Operation of a computer and related software.

ABILITY TO:

Integrate visual and performing arts into the instructional program.

Revise and edit visual and performing arts courses of study as a result of committee input.

Provide instructional support in curriculum and staff development.

Implement the Strategic Plan for visual and performing arts in the curriculum.

Maintain current knowledge of visual and performing arts in the educational field.

Develop and conduct professional learning

Establish and maintain effective working relationships with others.

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all members of diverse communities.

Communicate effectively, both orally and in writing.
 Read, interpret, apply and explain rules, regulations, policies, and procedures.
 Analyze situations accurately, and adopt an effective course of action.
 Plan, organize, and implement projects and grants; meet schedules and timelines.
 Prepare comprehensive narrative and statistical reports.
 Supervise and evaluate the performance of assigned staff.
 Operate a computer, related software, and peripherals for productivity, including Internet, database, spreadsheets, multi-media presentations, interactive and graphics software.
 Meet state and District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office and school environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; and lift light objects.

HEALTH BENEFITS: District pays a portion of the employee’s health benefits through District-offered plans.

Cancy McArn, Chief Human Resources Officer

Date

Jorge Aguilar, Superintendent

Date