

## CLOVIS UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>Position:</b>	Coordinator, Visual and Performing Arts	<b>FLSA:</b>	Exempt
<b>Department:</b>	Visual and Performing Arts (VAPA)		
<b>Reports To:</b>	Administrator for Secondary Curriculum and Professional Development	<b>Pay Grade:</b>	Admin. Mgmt.

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### SUMMARY

Coordinates the implementation and assessment of District Visual and Performing Arts programs and activities.

### NATURE AND SCOPE

Under the supervision of the Administrator for Secondary Curriculum and Professional Development, oversees the District's Visual and Performing Arts programs. Adjunct duties may include: Link Crew Facilitator, ACADEC, and History Day Facilitator, as well as District wide events such as Administrative Charge, General Session, etc.

### ESSENTIAL TYPES OF DUTIES

- Coordinates, advises and facilitates the individuals responsible at the school sites for the successful implementation of the District Visual and Performing Arts programs and events.
- Coordinates with the Assistant Superintendent of Facility Services, the use of facilities that support the District co-curricular programs and events.
- Provides counsel to the Curriculum/Instructional Services Division regarding District Visual and Performing Arts programs and events.
- Coordinates the Intermediate and High School District Visual and Performing Arts events and represents the District at the Section, State and National levels.
- Acts as a consultant to the schools and area superintendents on the selection and of District Visual and Performing Arts personnel.
- Serves as resource input person for site leaders on evaluations for site visual and performing arts personnel.
- Provides counsel to the Superintendent and District Management personnel regarding CUSD Visual and Performing Arts programs and events.

- Coordinates and maintains the District VAPA calendar, arranges with the District visual and performing arts personnel, all music competitions and assessments including adjudicators, transportation, and notifications.
- Coordinates calendars, events and staff for the Mercedes Edwards Theater and the Performing Arts Center at the Clovis North Educational Center.
- Acts as an advisor to the District in such matters as the design and use of new or existing facilities for the visual and performing arts.
- Provides leadership in coordinating programs that participate in the CLASSI model.
- Facilitate teachers in maintaining the Arts Standard Document for the District in the classroom.
- Assists District music, drama, and visual arts personnel in achieving their performance objectives.
- Adjunct duties include, but are not limited to: District History Day Facilitator; District Link Crew Facilitator; serving on the Fresno County Office of Education (FCOE) Academic Decathlon Committee; and serving as chair on the FCOE High School Art Exhibit Committee
- Performs such other duties and assumes such other responsibilities that may be assigned by the Associate Superintendent of Curriculum Services and Innovations or designee.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires knowledge of organizational and managerial principles and practices. Requires thorough technical knowledge associated with the visual and performing arts. Requires in-depth knowledge of the visual and performing arts practices and procedures of the District. Requires skill at exercising patience and discretion in communications with others inside and outside the organization. Must be able to communicate technical concepts to others, as needed.

**Abilities:** Requires the ability to carry out the duties of the position and accomplish its objectives. Requires the ability to integrate a variety of support functions. Requires the ability to organize, train, direct, and motivate staff to achieve high levels of productivity. Requires the ability to solve complex problems requiring considerations of short and long-range implications. Requires the ability to coordinate and implement the District visual and performing arts program. Must be able to establish and maintain effective relationships with staff, students, parents and the public contacted in the performance of duties. Requires the ability to identify and determine the basic nature of the VAPA Program problems and needs, evaluate their relative urgency, and take action to alleviate the problems. Must be able to supervise the work of subordinate personnel and develop and conduct appropriate staff development meetings. Requires the ability to communicate effectively in written and oral formats.

**Physical Abilities:** Requires ambulatory ability to move to different offices and locations. Requires sufficient visual acuity to read words and numbers. Requires speech and auditory abilities to carry on conversations in large audience, personal, and telephone conversations. Must demonstrate sufficient arm/hand movements to retrieve work materials and operate a variety of general office and performing arts equipment. .

**Education and Experience:** Requires at least three years of successful classroom teaching experience in the arts.

**License(s) and/or Credential:** Master's degree, a California Administrative Services Credential, and at least three years district level arts related experience, or equivalents, are desired.