

**DISTRICT COORDINATOR
(Visual and Performing Arts)****DEFINITION:**

Under the supervision of the Assistant Superintendent, Instructional Services, to plan and coordinate visual and performing arts curricula for grades K-12, and perform other related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Initiate and coordinate the visual and performing arts program and curriculum for K-12; observe music, art and drama teachers and consult with principal on such observations; develop schedules for teachers of music, K-6; evaluate K-6 teachers of music in cooperation with principals; act as a resource to the site administrator in the evaluation of teachers of visual and performing arts, grades 7-12; coordinate with visual and performing arts curriculum specialist; maintain visual and performing arts budget.

Assist teachers in techniques and methods of teaching visual and performing arts; serve as District representative on all visual and performing arts committees; meet regularly with fine arts and performing arts teachers.

Organize and present pertinent workshops; coordinate music festivals, concerts, special music programs and art shows; coordinate and foster community business and support groups for K-12 visual/performing arts programs; develop and maintain collaborative partnerships with arts organizations, business and industry, and community arts population.

Initiate and coordinate Federal, State and private grants related to the area of visual and performing arts; complete required documentation for grant; design and maintain budget accounting procedures to monitor expenditures applicable to grants.

Make recommendations for the purchase and distribution of materials and equipment, recorders and books; order and maintain account sheets for K-6 performing arts teachers; coordinate equipment related to visual and performing arts performances; coordinate instrumental repairs, K-12; update and maintain forms used by visual and performing arts teachers.

KNOWLEDGE AND ABILITIES**Knowledge of:**

Curriculum of visual and performing arts, K-12; basic procedures, methods and techniques of budget preparation and control; applicable laws related to fine arts; grant development and coordination, and principals of supervision, training and performance evaluation.

Ability to:

Develop programs of instruction in visual and performing arts; work effectively with District staff, parents and community; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships; supervise and evaluate the work of staff assigned.

Experience:

Three years of successful administrative experience; five years experience as teacher of visual/performing arts.

Education:

Bachelor's Degree in an area of the Visual and Performing Arts; Master's Degree in related field from an accredited college or university.

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Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:

Valid California Administrative Credential

Board Approved: July 11, 2000