

## **SAN MATEO COUNTY OFFICE OF EDUCATION COORDINATOR, VISUAL AND PERFORMING ARTS**

### **BASIC FUNCTION:**

Under the direction of the Curriculum and Instruction Services Administrator, the Visual and Performing Arts (VAPA) Coordinator will support teachers with the implementation of standards-based lessons and activities in music, visual and dramatic arts. Collaborate with districts and community partners to design and implement activities to increase student VAPA skills, enjoyment of the arts, self-confidence, self-discipline and productive work habits. Support the education community to promote and embed VAPA in daily learning within the school setting.

### **ESSENTIAL DUTIES:**

- Support the integration, coordination and connection between VAPA Standards and the Common Core State Standards;
- Implement large-scale collaborative projects including the development of integrated arts content, teacher professional learning, field study trips and online resources;
- Coordinate county-wide performances, art shows, and integrated projects;
- Plan, develop, and conduct training, informational sessions and other activities related to VAPA;
- Develop and distribute related training and support materials including multimedia presentations;
- Assist with coordination of meetings, committees and other events related to VAPA;
- Develop arts integrated curriculum and create related instructional materials;
- Work with teachers and administrators to support existing arts programs and expansion of offerings in dance, drama, visual arts, and music;
- Collaborate regularly with teachers to develop a curriculum in each VAPA discipline and across core content areas;
- Monitor and support all aspects of visual and performing arts programs in districts;
- Perform other related duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Principles, theories, standards, practices, strategies and procedures involved in enhancing student learning and achievement;
- Common Core State Standards, interpretation and application in VAPA;
- Instructional techniques and strategies related to building conceptual understanding and developing fluency in VAPA;
- Educational services, standards, principles, practices and theories related to VAPA;
- Diverse academic, socioeconomic, cultural, and ethnic backgrounds and disabilities of County students;
- Local, State and Federal standards and requirements governing VAPA;
- Basic budget preparation and control;
- Operation of a computer and assigned software.

**SKILL AND ABILITY TO:**

- Facilitate groups in planning, problem-solving and decision-making;
- Work collaboratively with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds;
- Prepare and deliver presentations to small and large groups;
- Interpret, apply and explain laws, codes, regulations, policies and procedures;
- Communicate effectively both orally and in writing;
- Interpersonal skills using tact, patience and courtesy;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and time lines;
- Work independently with little direction;
- Plan and organize work;
- Prepare and maintain various records, reports and files.

**REQUIRED QUALIFICATIONS:****EDUCATION AND EXPERIENCE:**

- Master's degree in Visual or Performing Arts, Education or related field from an accredited college or university
- Minimum 5 years teaching experience in VAPA
- Experience providing instructional coaching and profession development to adults
- Increasingly responsible administrative experience working with educational programs and services

**LICENSES AND OTHER REQUIREMENTS:**

- Valid Administrative Services Credential or meet the criteria to obtain one at the time of hire
- Valid Teaching Credential

**WORKING CONDITIONS:****ENVIRONMENT:**

- Indoor work environment

**PHYSICAL DEMANDS:**

- Use and manipulate a computer keyboard and other office equipment;
- Read a variety of materials;
- Sit and stand for extended periods of time.