



**SJCOE**  
EDUCATE · INNOVATE · INSPIRE

## Job Description

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<b>POSITION TITLE:</b>	<b>Temporary one.Charter Visual &amp; Performing (VAPA) Arts #4009 Enrichment Artist County Operated Schools and Programs</b>
<b>SALARY PLACEMENT:</b>	<b>Short Term Employee Hourly Salary Schedule</b>

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### **SUMMARY OF POSITION:**

Under the direct supervision of one.Charter Academy of VAPA administrator and Enrichment Lead, the Enrichment Artist is responsible for the development, implementation, and assessment of art lesson/unit plans.

### **MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

Possess a high school diploma or equivalent. Possess experience that demonstrates expertise in working with youth artistic development.

### **DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

Previous work experience or training with at risk youth in implementing and conducting art enrichment classes; demonstrate the ability to engage, challenge and interest students through a variety of art medium; able to create safe, inclusive, supportive and creative environment in a non-traditional classroom setting; desire to experiment with new techniques and capacity to adapt them and teach them to others; strong organizational skills and attention to detail with a proven ability to manage multiple tasks and priorities, plan ahead, anticipate and articulate program needs, and work independently while keeping open communications and student progress reports.

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

Develop age appropriate lessons/unit plans that support site focus; participate in quarterly one.Charter VAPA meetings; document student attendance and progress; deliver 1-3 hour lessons that include facilitating discussions and when appropriate the use of digital media arts instruction; coordinate Enrichment Lead to obtain equipment, materials and supplies for classes prior to lesson; participate in quarterly site meetings; other responsibilities as needed. Ability to create and follow policies and procedures. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Connect students with a variety of art experiences using best practices.
2. Work with Enrichment Lead and site teachers to develop lessons that support site focus.
3. Communicate with site administrator and/or Enrichment Lead of concerns, questions, and needs
4. Participate in quarterly site meetings.
5. Provide artistic guidance (and constructive criticism) to support students' artist growth.
6. Other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

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