



Job Description

POSITION TITLE:	Director I Student Activities and Events Educational Services	#5070
SALARY PLACEMENT:	Senior Management Salary Schedule Range 1	

SUMMARY OF POSITION:

Under direction of the Assistant Superintendent of Educational Services, the Director of Arts and Student Events in Schools will work with school districts and other educational agencies in developing effective research based professional learning and support related to the education of Visual and Performing Arts. This position will serve as the Visual and Performing Arts County Lead, as well as managing the Student Activities and Events department, and related Visual and Performing Arts grants and contracts.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree in an education related field, valid California Teaching Credential, and possess or be eligible for an Administrative Services Credential. Experience in the fields of visual and performing art. Previous work experience with special student populations including English Learners and students with disabilities.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master's Degree. Five years of K-12 classroom teaching experience and three years of educational administration experience. Possess three years of experience with the development and facilitation of professional learning in Visual and Performing Arts standards and instruction.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- program evaluation, data collection and analysis
- working with English learners and students with disabilities
- Visual and Performing Arts standards and framework
- evidence based intervention

Ability to:

- supervise, lead, and evaluate staff
- operate a computer
- be flexible based on district and program needs
- create and follow policies and procedures
- manage and oversee budgets
- communicate effectively with colleagues, local education agencies, district personnel and other educational entities
- remain current in research based effective instructional practices
- direct the development of intervention tools and systematic plans that support evidence-based instructional practices which are effective at producing results and improving outcomes when implemented

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings and professional learning
- 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.

DISTINGUISHING CHARACTERISTICS:

The Director I series represents advanced management positions and has three levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present material and information concerning department programs, services, operations, and activities. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintains cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Recommend successful research-based instructional strategies and programs for Visual and Performing Arts.
14. Articulate the use of the California Arts Standards and Framework and any subsequent or associated documents and/or tools.
15. Assist districts in the selection of appropriate Visual and Performing Arts curriculum/materials and provide professional learning as appropriate.
16. Provide technical assistance to districts and schools as needed.
17. Participate in school classroom observations or practices for Visual and Performing Arts, compile and interpret data on the programs. Interpret data results from evaluation tools.
18. Create and present curriculum related to other content areas.
19. Organize, implement, and deliver research-based professional development in the area of education of Visual Arts.
20. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, 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 and/or outdoors in an educational and standard office environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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