

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR, VISUAL AND PERFORMING ARTS (VAPA)

BASIC FUNCTION:

Under the direct supervision of an assigned supervisor, the Director of VAPA assists in the oversight of VAPA curriculum and professional learning, implements, monitors, and evaluates the effectiveness of the EGUSD VAPA Master Plan; provides consistent customer service; offers differentiated and innovative support to meet site needs. The job of the Director will be to oversee the daily operations and the long range planning of Visual and Performing Arts Education TK-12.

ESSENTIAL FUNCTIONS:

Promotes, advocates, sustains, and advances the Visual and Performing Arts vision and program for the purpose of improving the quality of student outcomes and encouraging student development.

Develops long and short range plans/programs (e.g. identifying school-specific support needs; outlining visual and performing arts programs; integrating adopted curriculum; staffing, etc.) for the purpose of ensuring that district objectives are realized.

Design and progress monitor annual VAPA budget for operations, professional development and curriculum.

Coordinate, manage, and supervise the District's Performing Arts Centers (PAC) in collaboration with the school principal.

Responds to inquiries of students, parents, other school personnel, community representatives, etc. for the purpose of providing information, assistance and/or direction regarding the program and student activities.

Provides technical assistance to schools in effective integration of the arts with the core curriculum (including Reading/Language Arts, History/Social Science, Mathematics and Science).

Articulate elementary school, middle school, and high school VAPA programs with a focus on strategic planning and pathway alignment.

Implement processes and protocols for district-wide curriculum and new course adoptions (including AP VAPA courses).

Plan, develop, deliver, monitor, and evaluate professional learning around adopted content standards and the state framework.

Lead Steering Committees: Elementary VAPA (K-6) and Secondary VAPA (7-12).

Plan, coordinate, and facilitate preservice professional development.

Plan and facilitate workshops around new AP exam criteria.

Collaborate with school sites and departments related to VAPA support, including VAPA budget allocations.

Collaborate with the Office of Educational Equity for the purposes ensuring equitable access to the arts for all students.

Collaborate with the Office of Family and Community Engagement for the purposes of maintaining and growing community partnerships.

Collaborate with the College and Career Options department for the purposes of aligning course pathway expectations as it relates to Career Technical Education (CTE).

Coordinate and manage outside VAPA partnerships, including active connections and networking with academic and industry professionals.

Serve as the liaison with city and county partner organizations:

Member of the *Ensuring the Arts for Any Given Child Governing Council*

Member of the *Sacramento Art Education Consortium*

Manage special projects and respond to questions related to VAPA.

Keep current on legislation as it pertains to VAPA curriculum, instruction, and credentialing, and assure compliance of state laws.

Manage the district office lobby display case of student artwork.

Schedule and manage the annual student artwork displays in the hallways of the district office.
Attend professional development as needed.

Facilitate and lead the VAPA Executive Advisory Committee.

Assist with grant writing and overseeing of grants for program funding.

Provide coordination, consultation, and program development in the area of VAPA.

Observe, coach, consult with and assist site support teams, principals, instructional coaches, and teachers.

Plan programs, coordinate curricular resources, and research, evaluate, and report on the effectiveness of programs for students.

Assist with the hiring, training, supervision, and evaluation of personnel directly assigned to Curriculum/Professional Learning.

Provide technical expertise, information, and assistance to the department director.

Represent the Curriculum/Professional Learning Department at professional and district committee meetings and at assigned conferences and workshops.

Operate a variety of office equipment, including a computer and assigned software.

Communicate effectively with other administrators, personnel, and outside organizations to coordinate and streamline activities and programs, resolve issues and conflicts, and exchange information.

Anticipate school needs and issues by making school visits, initiating communications, and inviting feedback/suggestions for improvement.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Design and implementation of a comprehensive standards-based arts curricula, including integration with core subjects.

Design and implementation of arts-based professional development opportunities for teachers and administrators.

State, federal, and private funding sources, responsibilities, and requirements.

California State Framework and Grade Level Standards and Benchmarks for K-12 curriculum trends.

Research regarding children and adults and how they learn.

Curriculum and adoption cycle timelines.

Research and data collection and evaluation methods and procedures.

Professional learning programs and techniques.

Oral and written communication skills.

Applicable laws, codes, policies, regulations, and procedures.

Interpersonal skills of tact, patience, courtesy, and service-orientation.

Record-keeping and report preparation techniques.

ABILITY TO:

Facilitate group decision-making and change.

Assist in the management of a variety of programs including curriculum adoption/implementation, interventions, grant-funded projects and initiatives, and district-initiated efforts.

Assist with selection of committee members, staff placement, and development.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Analyze situations accurately and adopt an effective course of action.

Learn District organization, operations, policies and objectives.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Conduct research, and compile and verify data.
Prioritize, schedule, plan, and organize work.
Maintain records and prepare reports.
Maintain consistent, punctual and regular attendance.

EDUCATION AND EXPERIENCE REQUIRED:

Bachelor’s degree and minimum of five years classroom teaching experience, with demonstrated experience teaching VAPA.
Master’s degree preferred, with emphasis in visual and performing arts or closely related field.
Minimum of three years administrative experience.
Demonstrated experience working in the visual and performing arts field.

LICENSES AND OTHER REQUIREMENTS:

Valid CA Teaching Credential
Valid California Class C driver’s license
Valid CA Administrative Services Credential or Certificate of Eligibility

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

BOARD APPROVED: August 8, 2018
Revised: May 15 2019