

## **SACRAMENTO COUNTY OFFICE OF EDUCATION**

### **CLASSIFICATION TITLE: Coordinator, Arts Education Projects**

#### DEFINITION

Under general direction, coordinates and directs various arts education projects and initiatives for the Sacramento County Office of Education and Region 3 districts and schools; performs other related duties as assigned.

#### DIRECTLY RESPONSIBLE TO

Assistant Superintendent, Instructional Support Services

#### SUPERVISION OVER

Professional, technical, and clerical personnel as assigned.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Coordinates and directs various arts education projects and initiatives for the Sacramento County Office of Education and Region 3 districts and schools; provides consultation and assistance to districts and schools; collects, reviews, updates, and disseminates materials and information regarding arts education curricula, district practices and staff development programs; consults with and presents information to local and state educational groups; provides curriculum and professional development activities and training for teachers and administrators; makes connections between California's Visual and Performing Arts content standards and other curricula areas as appropriate.

#### MINIMUM QUALIFICATIONS

##### Education, Training, and Experience

Possession of a valid California teaching credential based on a bachelor's degree and student teaching; extensive experience in visual and/or performing arts curriculum and content standards; experience coordinating and implementing staff development programs; successful supervisory experience.

##### Knowledge, Skills, and Abilities

Knowledge of statewide visual and/or performing arts curriculum frameworks, standards, and assessments; effective communication skills in oral and written form; ability to effectively transmit knowledge and skill to staff; knowledge and skills to plan, develop, and conduct staff development activities and training programs; skills to develop measurable goals and objectives, set priorities and evaluate progress toward achievement; interpersonal skills necessary to work cooperatively and effectively with individuals and groups.

##### Other Characteristics

Possession of a valid California driver's license; willingness to travel statewide.

Approved 5-25-04