

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: COORDINATOR - VISUAL AND PERFORMING ARTS

QUALIFICATIONS:

1. California elementary administrative credential
2. Knowledge, training and/or experience in developing curriculum pertinent to specific instructional areas and ability to initiate its implementation and evaluation
3. Ability to plan and conduct meetings relative to specific areas of dance, music, theater and visual arts

REPORTS TO: Director - Curriculum, Instruction and Professional Development

SUPERVISES: Staff as assigned

FUNCTION: To provide necessary leadership and assistance in developing, implementing, coordinating the district's program of instruction in dance, music, theater and visual arts

PERFORMANCE RESPONSIBILITIES:

1. Coordinates comprehensive arts program to include four disciplines of dance, music, theater and visual arts as well as four arts as discrete disciplines with commonalties of four components of artistic perception, creative expression, historical and cultural context and aesthetic valuing
2. Provides professional development in accordance with current research and practice in following areas: assessment in the arts, multicultural perspective, cognitive theory, curriculum integration and technology in arts education
3. Provides for the development of District Standards for Excellence in the area of visual and performing arts in accordance to the guidelines and recommendations contained in the Visual and Performing Arts Framework for California Public Schools (1996)
4. Assists director of curriculum, instruction and professional development in implementing a process to evaluate and select textbooks, materials and equipment for instructional purposes
5. Develops district curriculum and teacher resource materials in dance, music, theater and visual arts to reflect the philosophy and curriculum and instruction guidelines expressed in district and state guidelines
6. Works with certificated and classified personnel offices in recruiting and selecting qualified personnel to support essential ideas and content goals described in district and state guidelines
7. Assigns traveling music teachers and assists school principals, when called upon, to support instructional programs that allow students with opportunities for participation, recognition and successful achievement in instrumental and vocal music
8. Coordinates a well planned and developmentally appropriate music program that provides opportunities for: guided reflection about and analysis of music, written and heard; personal skill development, with emphasis on the creative process, as well as the product; developing students with a lifelong commitment to the arts and appreciation for and understanding of music of many cultures and periods in world history
9. Works with purchasing department in writing specifications for purchase of instructional equipment including musical instruments
10. Receives new musical instruments, checks their performance

11. Coordinates with community groups and agencies who support the arts who want to arrange performances, exhibits or contests for district students
12. Coordinates district-sponsored festivals, concerts and exhibits
13. Manages budgets for visual and performing arts program
14. Prepares appropriate state and federal applications and questionnaires
15. Cooperates with research and evaluation department to evaluate programs effectiveness
16. Arranges for repair or replacement of musical instruments
17. Attends all job related meetings and activities specified by director of curriculum, instruction and professional development and/or assistant superintendent, instructional services
18. Performs additional duties assigned by director of curriculum, instruction and professional development as an adjunct to regular stated duties
19. Performs those non-instructional duties and responsibilities, including supervisory and advisory duties, as prescribed by Board of Education

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; management salary schedule, code 19

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable