

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: DISTRICT ARTS COORDINATOR

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Educational Services, the Arts Coordinator provides leadership and program management in the implementation of a K-12 instructional program in Dance, Media Arts, Music, Theatre and the Visual Arts, based on the District's long-range plan for arts education.

DISTINGUISHING CHARACTERISTICS:

The Arts Coordinator classification performs the duties of a resource specialist for professional and technical personnel in the specified programs, provides leadership for professional staff to facilitate the arts instructional programs, assesses and determines program needs, implements program objectives, serves as a liaison with other agencies, and performs related duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

General Management:

- Establishes and maintains an arts education office available to administrators, teachers, parents, community groups and others interested in the implementation of the District's long-range plan for arts education.
- Develops and manages the District-wide budget for arts education program initiatives and maintains records to track and monitor internal and external resources.
- Establishes a cooperative relationship with key administrative offices at the District, including business services office, to identify internal resources that can support the implementation of the plan.
- Assists with the development of, or documentation supporting, funding proposals seeking external sources supporting arts education programming in collaboration with Education Foundation.
- Convenes and participates in all Community Arts Teams meetings and represents the District at community-wide meetings related to arts education.
- Provides regular reports to School Board, administration, principals, teachers, etc. as determined by Assistant Superintendent and Community Arts Team.
- Evaluates progress based on benchmarks identified in the long-range plan for arts education.
- Supervises the implementation of arts education program initiatives, as described below.
- Perform other duties as assigned.

Program Management:

- Provides leadership in working with individual schools and teachers to develop a substantive program of curriculum, standards-based instruction and assessment in dance, media arts, music, theatre and visual arts. Disseminates quality, updated information in each of these areas.
- Plans, coordinates and documents professional development in the arts for administrators, teachers,

parents, etc., in alignment with standards, curricula and assessment.

- Monitors the acquisition and maintenance of textbooks, supplies, equipment and facilities and maintains an updated inventory of all items related to the arts.
- Surveys and maintains current data on the status of arts education programming at school sites (provided by District or community), using criteria developed through Community Arts Team Arts for All planning process.
- Serves as liaison between District and community arts resources. Oversees the scheduling of artist residencies and other community programs to ensure programs support the implementation of the District’s long-range plan.
- Perform other duties as assigned.

District/Community Communication:

- Provides leadership in effectively communicating the District’s goals in arts education within the District as well as the larger community.
- Coordinates with District Public Information Officer in disseminating information on the District’s arts education plan and highlighting student and/or teacher involvement in the arts.
- Maintains good working relationships and keeps District, members of the Community Arts Teams members, District arts providers, and other key stakeholders informed of initiatives.
- Maintains and updates the Arts Education section of the District’s website with information appropriate for administrators, teachers, parents, community groups and others interested in the arts.
- Provides accurate information to the community about District needs and progress in implementing its long-range plan for arts education.
- Perform other duties as assigned.

Robert Frost General Manager:

- Contact for all visitors, community and renters.
- Responsible for scheduling the calendar of events for all CCUSD events as well as outside organizations.
- Responsible for contracts, invoices and staffing of all rental events.
- Arranges for staffing and maintaining of part-time technical, front-of-house and security personnel staff.
- Interface with the Director of Security to go over events and logistics.
- Maintain Robert Frost Auditorium Website.
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

K-12 Visual and Performing Arts content standards and best practices.

Personnel and budget management principles, procedures, and strategies.

Principles and methods of program planning, including program review and the development and evaluation of student learning, service area, or program learning outcomes.

Public relations, group presentations, and effective communication in a diverse environment.

Principles and practices of project management.

ABILITY TO:

Communicate effectively in oral and written form

Demonstrate strong organizational skills
Conduct meetings, facilitate groups and workshops.
Develop and administer a comprehensive program work plan, budget, and outcomes.
Establish and maintain collaborative working relationships with industry, faculty, staff, students, and the public.
Be sensitive and committed to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student/community population.
Use computer software for word processing, spreadsheets, databases, presentations, and information sharing and communication.
Travel to off-campus functions and transport presentation materials and equipment.
Organize and conduct special events in conjunction with other departments and programs.

EDUCATION AND EXPERIENCE

EDUCATION:

Candidates should have a Bachelor’s Degree from an accredited college or university and three full years of either: full-time K-12 school district, county office of education, college, or university work experience in a lead position or equivalent experience working for an arts non-profit agency. Candidates should have demonstrated leadership in arts education.

EXPERIENCE:

Experience working with both elementary and secondary staffs
Experience working in arts education and/or related arts field

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment
Theater space
Outdoor venue for events

PHYSICAL DEMANDS:

Moderate physical effort
Prolonged standing and/or walking
Occasional sitting
Periodic handling of parcels or supplies up to 30 pounds