



Humboldt County Office of Education
PROGRAM MANAGER FOR THE VISUAL AND PERFORMING ARTS
Certificated Management

Position Summary

Under general direction of the Learning Services Coordinator and in collaboration with the California County Superintendents Educational Services Association (CCSESA), the California Department of Education (CDE) and the Visual and Performing Arts Curriculum and Instruction Steering Committee (CISC), North Coast California Music Educators Association (NCCMEA) and the Rising Stars Foundation; the Program Manager for the Arts provides overall leadership and coordination of Arts programming, including but not limited to: the Reserved SEATS (Students Engaged in the Arts Through Schools) program; All County Music Festival; professional development for teachers and administrators consisting of research based information, resources and best practices focused on discrete arts disciplines and integrated arts learning to TK – 12th grade; and performs other related duties as assigned.

Examples of Duties and Responsibilities

1. Regional oversight of CCSESA County Arts Leads, coordinating regional professional development and leadership development.
2. Maintains a regional arts network that provides current information and research, resources, sharing of best practices and is responsive to community needs.
3. Designs and implements a results-based regional work plan to be reviewed by CCSESA, CDE and the CISC VAPA Advisory Committee.
4. Develops and maintains regional and county arts budgets.
5. Facilitates at least three network meetings per year focusing on arts.
6. Participates in and contributes to state level activities as related to the arts.
7. Attends and presents at statewide professional development meetings and activities as needed.
8. Documents local and regional practices to inform public policy.
9. Measures and monitors results of regional activities by participating in the development of an evaluation system that includes data collection methods to measure results.
10. Participates in the development of information and systems to establish communications to schools and programs.
11. Collaborates with the Coordinator of Learning Services in planning and facilitating regional professional development conferences.
12. Plans and facilitates the county Excellence in Teaching and Teacher of the Year programs.
13. Submits reports based on the regional work/evaluation plan.
14. Advocates for county/regional needs to state organizations.
15. Coordinates collection and submission of all reports to CCSESA and CDE.
16. Serves as a member of the Leadership Council.

Training and Technical Assistance Participates in statewide professional development designed for the CCSESA Arts Leads; organizes and/or facilitates school site/district/county/region-wide technical assistance based upon statewide standards and expectations; provides and facilitates professional development for teachers and administrators that is articulated with the TK-12 content standards and/or school/district programs, is consistent with statewide standards and expectations, and demonstrates integration of arts assessment and evaluation and curriculum-embedded assessment; provides leadership, support and resources to school sites, districts, county and state offices; facilitates communication among program practitioners, and informs program practitioners of available resources, events and opportunities within the region.

Minimum Qualifications

1. Demonstrate competence in communicating effectively with professional staff and representatives of other agencies in written and oral form.
2. Possess a valid California teaching credential with five years of successful teaching experience, preferably at more than one grade level.
3. Have a record of excellence in making small and large group presentations, including demonstration of teaching skills and workshop/conference speaking.
4. Successful site or district experience in the development, administration and monitoring of curriculum and instructional programs with specific experience in state and regional arts programs and initiatives.
5. Progressively responsible experience in providing professional development for teachers and administrators.
6. Possess a California teachers of English Learners (CTEL) and/or Cross-cultural Language and Academic Development (CLAD) Certificate.
7. A California Administrative Services Credential and Master's Degree is desirable.

Knowledge of

1. State and regional arts programs and initiatives, including program characteristics, funding sources, populations served, staff development priorities, college and career readiness and research-based practices.
2. Goals of TK-12 content standards, curricula, instructional programs and assessment; characteristics of quality arts programs.
3. Local, regional and statewide resources available to programs.
4. Strategies for coaching and mentoring, developing and maintaining peer support networks, and disseminating research-based curriculum/instructional programs.

Skill and Ability to

1. Design and implement a results-based regional work plan.
2. Establish and maintain a regional network system.
3. Provide leadership and support to school sites, districts, county and state offices.
4. Organize and facilitate school/district/county/region-wide technical assistance.
5. Provide and facilitate professional development programs.

6. Develop evaluation systems
7. Communicate effectively in both oral and written forms.
8. Work cooperatively and effectively with individuals and groups.
9. Ability to select, train and supervise staff.
10. Ability to effectively transmit knowledge and skills to others.
11. Skill to develop measurable goals and objectives, set priorities, monitor expenditures, and evaluate projects/programs towards achievement.

Other Characteristics Possession of valid California driver's license and willingness to travel as needed.

Hours of Employment

40 hours per week.

Salary

Appropriate placement on Certificated Managers Salary Schedule

Physical Abilities

Physical, mental and emotional stamina to perform the duties and responsibilities of the position under sometimes stressful conditions; Manual dexterity sufficient to write, use telephone, business machines, operate an automobile; Vision sufficient to read printed materials; Hearing sufficient to conduct in person and telephone conversations; Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; Physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead; Physical mobility sufficient to move about the work environment (office, District, from school or home site to site), to drive an automobile; Physical, mental, and emotional tolerance to be exposed to the noise generated by children/youth in an enclosed environment; Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

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