



200 Kalmus Drive ■ P.O. Box 9050 ■ Costa Mesa, CA 92628-9050 ■ www.ocde.us

COORDINATOR, VISUAL AND PERFORMING ARTS
Instructional Services Division

SALARY: \$411.11 - \$500.91 per day (210 days)

FINAL FILING DATE: Open until Filled

The Orange County Department of Education (OCDE) is a public education organization based on fundamental human values of honesty, commitment, responsibility, respect, integrity, and professional ethics. Our priority is service to students, districts, and the community who look to us for support and educational leadership. We hold each other and ourselves accountable for the highest level of service, performance, efficiency, resources management, and professionalism. OCDE's mission is to ensure that all students are equipped with the competencies they need to thrive in the 21st century. Our vision is that Orange County students will lead the nation in college and career readiness and success.

We are currently recruiting for an enthusiastic Coordinator, Visual and Performing Arts who will be responsible for implementing staff development, overseeing grants programs, interpreting state legislation and mandates, working as a presenter at the annual Imagination Celebration of Orange County, and partnering with the education programs of arts organizations throughout Orange County.

ESSENTIAL FUNCTIONS/DUTIES

- Uphold the values and mission of OCDE while making significant professional contributions.
- Serve as visual and performing arts liaison to all school districts in Orange County and to the California Department of Education as the County Arts Lead.
- Develop, monitor, and evaluate programs and activities in the visual and performing arts.
- Provide committee leadership to groups including Arts Partnership and Arts Exchange.
- Establish and maintain the delivery system of professional development programs in the visual and performing arts, for artists, teachers, administrators, and parents.
- Develop and maintain collaborative partnerships with arts organizations, business and industry, and community arts leaders.
- Work with programs/projects to continue advancing the role of arts education in a culturally diverse countywide population.
- Coordinate arts projects and programs as part of the annual Imagination Celebration of Orange County.
- Apply for, administer, and coordinate programs for grants from the California Department of Education and others.
- Serve in a collaborating role with organizations such as Arts Orange County (the local arts council), Orange County Music and Arts Administrators (OCMAA), and arts organizations that provide educational outreach programs in the schools.
- Interpret local and state policies, guidelines, curriculum, standards, and mandates.
- Function as a member of the curriculum and instruction team at OCDE.
- Serve as liaison with school districts, colleges, and universities and related professional groups.
- Participate in the development and administration of the unit's budget; forecast and seek additional funds.
- Design and deliver a variety of training seminars and workshops; provide consultation and technical assistance to all districts.

- Direct the development and implementation of financial funding and grants to support the instructional program.
- Develop and monitor contracts with various school districts and agencies.
- Promote, organize, schedule, and coordinate specific activities within an instructional program: prepare program event and facility marketing material including news releases, flyers, schedules of events, pamphlets, and brochures.
- Maintain records pertaining to program services; compile reports and statistical information needed for evaluation of program effectiveness and planning of duties.
- Coordinate assigned activities with other OCDE divisions, outside agencies, businesses, and the general public.
- Select, train, motivate, and evaluate program staff; work with employees toward continual improvement.
- Demonstrate attendance sufficient to complete the duties of the position as required.
- Perform related duties and responsibilities as required.

EMPLOYMENT STANDARDS

Successful Job Performance Requires Knowledge of:

- Organization, supervision, and effective management practices and principles.
- Instructional strategies in the visual and performing arts.
- Principles of budget preparation and control.
- Recent developments, current literature, and sources of information related to visual and performing arts.
- California Education Code, California Administrative Code, and the policies, rules, and regulations of the County Schools Office.
- Pertinent federal, state, and local laws, codes, and regulations.

Successful Job Performance Requires Ability and Skill to:

- Provide leadership to OCDE, district, and school site administrators and staff.
- Supervise, organize, train, and evaluate the work of staff.
- Create and maintain strong and cooperative working relationships with other agencies, committees, and boards and other interested groups and individuals.
- Develop procedures in order to document, evaluate, and make recommendations regarding effectiveness of program and services provided by the County.
- Analyze problems, develop solutions, and make effective decisions.
- Communicate clearly and concisely, both orally and in writing; develop and present effective reports.

Certificate, Experience, and Training Guidelines:

Possession and maintenance of a valid California credential authorizing instruction or service in a public school program, and a valid California Supervisory or Administrative Credential is required. Any combination of additional training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Certificate: Must possess and maintain a valid California Teaching Credential.

Experience: Four years of responsible experience in a public education setting including two years in instructional area.

Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in education, or a related field. Master's Degree in Curriculum and Instruction preferred. Administrative Credential needed or commitment to enroll in Administrative Credential Program.

Physical Ability to Meet the Following Requirements:

- Perform the essential functions of the job and operate all required equipment.
- Reach from waist to, at, or above shoulder level; bend, stoop, push, pull, grasp, squat, twist, and kneel.
- Lift and carry up to 30 pounds.
- Communicate and exchange information successfully in person, via e-mail, and by telephone.
- Travel county wide to a variety of sites within a reasonable time frame.
- Please note that some locations may have stairs and may not have elevators.

Work Atmosphere Guidelines:

- Shift requirements are full-time Monday through Friday, with additional hours as needed for successful job performance.
- Some Saturdays may be required in order to conduct trainings and/or workshops.
- Workplace atmosphere is fast-paced with high pressure.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Must be able to operate all standard office equipment.
- Operate a vehicle and travel to a variety of sites.

Mental and Emotional Requirements:

- Memorize to recall facts, figures, and information, and to complete tasks in a timely manner.
- Concentrate under pressure to perform tasks and meet deadlines.
- Interact successfully with supervisor, OCDE staff, and the public.
- Speak effectively in front of groups.
- Make independent decisions in order to respond to numerous requests, meet deadlines, and prioritize assignments.
- Meet accuracy and productivity requirements to perform the required tasks of the position.
- Effectively supervise professional, technical, and clerical staff.

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This flyer is not intended to provide an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate an individual with a disability.

BENEFITS

The Orange County Department of Education offers a comprehensive package of tax-free insurance benefits to all full-time members of the staff. Benefits may be prorated for employees working less than 12 months per year or less than full-time. This package includes employee and dependent medical and dental insurance and employee vision care and life insurance.

APPLICATION AND SELECTION PROCEDURE

Employment applications are accepted through online submission only. To apply, visit the OCDE website at www.ocde.us and complete an online application. Resumes will not be accepted in lieu of the application. If you do not have internet access, you may apply by using a computer at our Employment Center, located at 200 Kalmus Drive, Costa Mesa, CA 92628. The computers and scanner at the Employment Center are available for online applications Monday through Friday from 7:30 am to 4:30 pm. For further information, please call (714) 966-4000.

Please note there are supplemental questions in the application and the EdJoin system will time-out after a 20-minute period of perceived inactivity. To assist you in the preparation of your application, the supplemental questions are listed here. Your responses should be thoughtful and thorough, and within the limit of 5,000 characters or less. We recommend that you prepare your responses in advance of beginning the application.

1. One of the direct responsibilities of the VAPA Coordinator is to assist with the design of high quality programs for Visual and Performing Arts. What experience do you have in designing and implementing VAPA integrated lessons or curriculum? Please describe a lesson you have developed.
2. What connections do you see between the Arts and Science, Technology, Engineering, and Math (STEM)?

The Human Resources staff will carefully review applications as they are received. Those applicants with the most appropriate education, experience, and training will be scheduled for a personal interview. All applicants will be notified of their application status via email.

The Immigration Reform and Control Act of 1986 requires employers to verify the employability of all new employees. Before the Department will finalize an offer of employment, the candidate selected will be required to show original documents which establish both the individuals identity and employment authorization. The candidate must also sign a statement under penalty of perjury regarding his/her employability.

Notice to Applicants: If you require accommodation in the application process, please inform us.

We reserve the right to reopen this position, readvertise, or delay filling this position.
AA/EOE/ADA