

**FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**  
**CLASSIFIED SHORT-TERM POSITION**

JCN: 9827  
NON-EXEMPT

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**SENIOR ARTS EDUCATION ASSISTANT**

**BASIC FUNCTION:**

Under the direction of the Director, Arts Education, assist in the development of Arts Education activities with individual or small groups of students in a classroom or other learning environment to improve instruction and enhance student learning; prepare instructional materials.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Assist and support Arts Education Department staff with classroom instruction and related activities.
- Assist and support Arts Education Department staff with creating an environment for participatory and inclusive learning through arts education.
- Assist and support Arts Education Department staff with enrichment activities in the areas surrounding arts education, such as dance, media arts, music, theatre, and/or visual arts.
- Drive to designated educational or community-based settings to provide assistance, as instructed.
- Provide oversight of student groups under the guidance of the Arts Education Department staff.
- Provide support to the Arts Education Department staff by setting up displays, equipment, and exhibits, as assigned.
- Support the design and development of curriculum and/or show design.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility, and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function, or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

**OTHER DUTIES:**

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.

**KNOWLEDGE OF:**

- Proper English usage, grammar, spelling, punctuation, and vocabulary in all forms of communication.
- State Education Code, local, state, and federal laws, codes, regulations and requirements and county office organization, operations, policies, and objectives as related to assigned activities and/or instructional area.

- Theoretical and technical aspects of field of specialty.

#### **ABILITY TO:**

- Assist in the preparation of instructional materials.
- Perform a variety of clerical duties in support of classroom activities.
- Maintain records and files.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

#### **EDUCATION AND EXPERIENCE:**

##### **EDUCATION:**

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Completion of 48 semester units or an Associate's degree.

##### **EXPERIENCE:**

- A minimum of one year of experience in one or more of the five arts disciplines (dance, media arts, music, theatre, and/or visual art) at the collegiate level (community college or university).
- Sufficient education and/or experience to demonstrate the knowledge and abilities listed above.

#### **LICENSURE AND OTHER REQUIREMENTS:**

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.

#### **WORKING CONDITIONS:**

##### **ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

##### **PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.

- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: 7/1/2021