

# **FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**

## **CLASSIFIED SHORT-TERM POSITION**

JCN: 9831  
EXEMPT

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### **ARTS EDUCATION INSTRUCTOR**

#### **BASIC FUNCTION:**

Under the direction of the Director, Arts Education, plan, organize, coordinate and implement the programs and operations of the Arts Education Department; recruit, lead and instruct a group of students from Fresno County high schools in arts education activities, courses, and programs.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

- Assist and support in the recruitment efforts, and implementation of the Arts Education activities, courses, and programs.
- Assist with monitoring inventory and the maintenance of supplies and equipment, such as tools, props, technology, and art materials.
- Assist students in the understanding of classroom rules and procedures by answering questions, providing proper examples, social and emotional support, friendly attitude, and general guidance.
- Build and maintain partnerships with community arts organizations throughout Fresno County.
- Collaborate with community-based arts organization; outreach and create community programs for K-12 students.
- Collaborate with other Fresno County Superintendent of Schools (FCSS) departments, district partners, and Art Education staff members to deliver activities, courses, and programs aligned with the mission and vision of the FCSS Arts Education Department.
- Communicate with site administration and county office personnel to exchange information and resolve issues or concerns.
- Provide support and direction of student performance.
- Research and develop curriculum in support of the Arts Education programs.
- Supervise groups of students in various arts disciplines.
- Train, coach, and mentor Arts Education staff, including the Senior Arts Education Assistant and Arts Education Assistant.
- 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:**

- Ability to work flexible schedule.
- Ability to establish and maintain cooperative relationships with students, program personnel, parents, and the public.

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

#### KNOWLEDGE OF:

- Organizing and planning media arts, theater, and/or visual arts events and programs.
- 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:

- Ability to collaboratively and professionally work in large and small teams with diverse Arts Education team members of all disciplines.
- 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.
- Associates of Arts Degree.
- Bachelor's Degree preferred.

##### EXPERIENCE:

- Three (3) years increasingly responsible experience in leadership and instruction within Arts Education.
- Sufficient education and/or experience to demonstrate knowledge in one of the Arts Education disciplines (dance, media arts, music, theatre, and/or visual arts).

#### **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.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program may be required at time of hire and throughout employment with the County Superintendent.

## **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.
- Virtual Platform.

### **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: 11/01/2020

Revised: 07/01/2021; 05/01/2024; 05/01/2025