

Active Learning

Fine Arts Coordinator (FAC)

Compensation: \$30/hour

Benefits: Medical, Dental, Vision

Hours: 20-25 hours per week



ACTIVE LEARNING

SUMMARY

The Fine Arts Coordinator coordinates and advocates for the fine arts programs and activities throughout Orange County Districts in Orange, Newport-Mesa, Cypress and Anaheim. A Fine Arts Program Coordinator performs a combination of administrative, promotional, and professional fine arts duties. An employee of this class is responsible for developing concepts and resources for fine arts programs, and promoting public interest in such presentations. Collects and maintains a library of lessons and curriculum; evaluates Active Learning programs in terms of gallery presentations integrity.

ESSENTIAL FUNCTIONS

- Develops a balanced fine arts program through the oversight of curriculum & instruction, in congruence with teacher schedules within the department.
- Creates and sets the districtwide fine arts time management calendar for each gallery timeline per rotation by district.
- As a leader, the FAC supports other teaching artists in identifying, developing, and implementing curriculum and instructional strategies designed to improve student learning in various areas.
- The FAC may work in a variety of elementary and/or secondary educational, individual or team teaching settings.
- Through effective collaboration the FAC may conduct classroom instruction either for direct learning by students or for demonstrating effective intervention and teaching practices for teaching artists.
- As a leader and specialist, the FAC develops and facilitates professional learning opportunities with a focus on education for teaching artists, instruction and assessment strategies that promote achievement for all students.
- The FAC facilitates a professional learning environment by developing effective teaching and learning practices, and developing and implementing best practices.
- The FAC assists teachers in using instructional and learning strategies and differentiated instructional strategies in planning, delivering, and assessing lessons and individual student success.
- The FAC provides professional development in best practices for student engagement, with an emphasis in establishing classroom environments that are accessible and provide multiple representations of content for students with diverse abilities through observations, written reports and direct recommendations..
- The FAC maintains a collaborative relationship with Warehouse/Inventory Manager.
- The FAC guides teaching artists to serve as positive role models for students and practices the behaviors that are expected of students; and takes the initiative to engage students throughout class structures.
- FAC will work directly with program administrators to ensure teaching artists are implementing best practices.
- Consistently meets deadlines with efficiency and accuracy, ensuring timely completion of tasks/projects.
- Coordinates the curriculum and instruction process for fine arts: development and revision, distribution, management of programs for elementary schools, etc.
- Leads the work of all Arts Teachers (visual) at elementary level.
- Oversees all resource materials in conjunction with the curriculum: selection, budget, distribution and evaluation.
- Develops art curriculum that is developmentally appropriate for ages UTK-12th grade.
- Coordinates content area staff development workshops in conjunction with the Active Learning Curriculum and Instruction.
- Communicates with the Executive Director and Program Manager with regard to curricular changes, trends, programs, proposals and scheduling.
- Manages Fine Arts Curriculum Team meetings.
- Facilitates with writing for catalogs, programs and proposals related to the Fine Arts programs.
- Oversees and attends art shows that are presented by Active Learning.
- Monitors activities, festivals, for elementary Fine Arts' programs.
- Coordinates all Fine Arts inventories: equipment, instruments, texts, literature, scripts, etc.
- Addresses Fine Arts facility needs in existing and future buildings.
- Other duties as requested by the Executive Director and Program Manager related to Fine Arts.

KNOWLEDGE, SKILLS, ABILITIES AND REQUIREMENTS

- A good knowledge of the principles, techniques and materials of the fine arts, after school programs.
- A good knowledge of the principles and practices of supervision.
- A good knowledge of safety principles and practices.
- Ability to speak clearly and effectively in public
- Ability to evaluate the effectiveness of teaching artists and fine arts programs

- Ability to deal tactfully and effectively with employees, school administrators and students.
- Ability to maintain operating records and to prepare reports and recommendations.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to work collaboratively with ED within curriculum and instruction to design, implement, and/or monitor continuous improvement programs and/or services.
- Computer proficiency in Google Suite, as well as software applications relevant to area of responsibility.
- Excellent time management skills and ability to prioritize work.
- Ability to be flexible and adapt as needed between in-person work environments.
- Must pass a background check.
- TB test clearance to be renewed every 4 years.