

Active Learning

Assistant Fine Arts Coordinator (AFAC)

Compensation: \$25-\$30/hour

Benefits: Flexible Schedule

Hours: 15-20 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. Assistant Fine Arts Coordinators provide clerical and operational support to senior Fine Arts Coordinators. Helps with collecting and maintaining a library of lessons and curriculum.

ESSENTIAL FUNCTIONS

- Facilitates in the development of a balanced fine arts program through the oversight of curriculum & instruction, in congruence with teacher schedules within the department.
- The AFAC may work in a variety of elementary and/or secondary educational, individual or team teaching settings.
- Through effective collaboration the AFAC may conduct classroom instruction either for direct learning by students or for demonstrating effective intervention and teaching practices for teaching artists.
- The AFAC facilitates a professional learning environment by developing effective teaching and learning practices, and developing and implementing best practices.
- The AFAC assists teachers in using instructional and learning strategies and differentiated instructional strategies in planning, delivering, and assessing lessons and individual student success.
- The AFAC maintains a collaborative relationship with Warehouse/Inventory Manager.
- The AFAC 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.
- AFAC 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.
- Assists with the coordination of 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.
- Facilitates the FAC with resource materials in conjunction with the curriculum: selection, budget, distribution and evaluation.
- Facilitates the FAC with the development of the art curriculum that is developmentally appropriate for ages UTK-12th grade.
- Communicates with the Executive Director and Program Manager with regard to curricular changes, trends, programs, proposals and scheduling.
- Monitors activities, festivals, for elementary Fine Arts' programs.
- Facilitates with the coordination of Fine Arts inventories: equipment, instruments, texts, literature, scripts, etc.
- 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 performing 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.