

# DESERT SANDS UNIFIED SCHOOL DISTRICT

## Job Description

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<b>Title:</b>	Project Facilitator: Visual and Performing Arts TK-12	<b>Reports To:</b>	Assistant Superintendent of Educational Services
<b>Department:</b>	Educational Services	<b>Classification:</b>	Certificated
<b>Work Year:</b>	10 Months	<b>Salary:</b>	Certificated Salary Schedule

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### Basic Functions:

The Project Facilitator: Visual and Performing Arts (VAPA) TK-12, under the direction of the Assistant Superintendent of Educational Services is primarily responsible for assisting in the implementation of VAPA standards, curriculum, effective instructional strategies, and staff development district-wide in order to increase student achievement and to ensure positive educational experiences.

### Representative Duties:

1. Provide support that includes technical, specialized, consultative, advisory and planning services for the Arts at the District and school site levels.
2. Assist with the creation, review, and implementation of a strategic operational plan that promotes high quality Visual and Performing Arts program learning activities across the District.
3. Prepare, survey, compile, maintain, and communicate data and reports relevant to the Visual and Performing Arts programs in the District and/or within the strategic operational plan.
4. Provide support for the work of Professional Learning Communities (PLC's) for the Visual and Performing Arts.
5. Develop collaborative partnerships to support the Visual and Performing Arts among educational, business, philanthropic, and community organizations.
6. Organize and conduct professional development on effective teaching strategies, assessments, and programs designed for administration and staff directly involved in or seeking to incorporate and promote Visual and Performing Arts instruction.
7. Utilize new, innovative, and available technology to plan, promote, and implement professional development projects and student learning activities for Visual and Performing Arts across the District.
8. Advise the District on current trends, organizational processes, and the utilization and purchase of instructional materials relative to the Visual and Performing Arts.
9. Advise and assist the District in reviewing and monitoring budget plans and expenditure controls for the Visual and Performing Arts program.
10. Manage the District's inventory, distribution, maintenance, and repair of Visual and Performing Arts equipment.
11. Chair and/or serve on committees relative to the Visual and Performing Arts programs in the District.
12. Collaborate effectively with fellow Project Facilitators in the Educational Services division to ensure program continuity for all students.
13. Coordinate, publish, update, and communicate district-wide calendars of Visual and Performing Arts services or events.
14. Perform additional duties and obligations as mandated by law, Board Policy, or administrative directive and duties as assigned by the Assistant Superintendent of Educational Services or their designee.

**Knowledge and Skills Required:**

- Expertise in the implementation, organization and promotion of current Visual and Performing Arts instructional methodologies.
- Positive employee and community relations skills.
- Team building skills.
- Conflict resolution skills and techniques.
- Work independently with minimal direction.
- Attention to detail, meet schedule and timeline expectations.
- Operate a computer and other job-related equipment and technical devices.
- Organizational and problem-solving skills.
- Oral and written communication skills.
- Experience in facilitation/collaboration preferred (e.g. DuFour training).

This description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

**Education and Experience:**

Successful and extensive teaching experience preferred.

**Licenses, Certifications and Testing Required:**

Valid California Teaching Credential.  
Fingerprint/criminal justice clearance.  
Tuberculosis clearance.  
Must possess or have ability to obtain a valid California Driver's License.

**Physical Requirements and Working Conditions:**

The Office of Certificated Personnel Services embraces the American with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Services Division; and, the individual shall be able to perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to sit, walk, stand, and talk or hear. The employee will be able to lift, carry, push, or pull up to twenty-five pounds on a regular basis and up to forty pounds occasionally. Ability to bend, twist, stoop, and reach. Specific vision abilities required by the job include close vision and distant vision. Frequently driving is essential in meeting the demands of the job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, while interacting with the public and other workers. Occasionally, the position requires the employee to work irregular and extended hours. Directly responsible for the safety, well-being or work output of students. Ability to meet multiple demands from several people.

**Regular Work Year:** 184 days