

ARTS INSTRUCTIONAL SPECIALIST

JOB SUMMARY

Under general department level supervision and alongside a credentialed teacher, creates lessons and delivers instruction for student arts programs based upon established arts standards, connecting lessons to established themes and teaching content from other subjects and disciplines.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from other specialist classifications in that it requires specialized knowledge and training in a visual or performing arts domain. It is further distinguished from certificated Teachers in that it does not require a teaching credential and works under the guidance of a credentialed teacher when providing instructional support, but this arts classification is more specialized than an Instructional Assistant classification in that it requires more technical and specialized arts knowledge and training with a higher degree of professional autonomy and independence required to develop and deliver arts instruction while the Instructional Assistant is classified as a paraprofessional.

SUPERVISION RECEIVED AND EXERCISED

Job incumbents in this class receive supervision and report directly to an assigned Educational Services department level Director, Supervisor and/or Program Specialist, while working alongside a credentialed teacher. This class does not exercise supervision over other positions but may serve as an instructional program lead to other Instructional Assistants or assigned staff supporting the program.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Develops detailed, engaging arts lessons and experiences in a specialized art form (dance, music, theater, visual arts, media arts) that align with arts standards and contain cross-curricular connections;
- Conducts classes during designated dates and times alongside a certificated teacher, adapting teaching methods to fit the allocated time effectively;
- Develops lesson plans and resources for teachers and for professional development purposes
- Operates as a traveling arts instructional specialist, moving from class to class and site to site with all necessary materials;
- Procures, organizes, and transports all necessary materials and equipment required for each lesson; maintains and stores all unused materials as needed;
- Maintains effective communication with school and department staff and administrators to ensure smooth operation and coordination of the arts program;

- Communicates effectively with parents and community members as it relates to student progress, accomplishments, and performances;
- Attends scheduled professional development meetings throughout the school year, aimed at enhancing teaching skills and sharing best practices;
- Adheres to all school policies and guidelines, ensuring a safe and respectful environment for all students;
- Demonstrates professionalism in all interactions with students, teachers, and school administrators;
- Plans and organizes rehearsals, student performances and showcases and may engage in performances as a co-performer, accompanist, or host, as appropriate, required or needed;
- Assists with planning and implementing special events involving the arts;
- Performs other related duties as required.

EMPLOYMENT STANDARDS

Any equivalent combination of training, education, and experience that demonstrates the applicant likely to possess the required knowledge, skill, and ability to perform the job duties:

Education: Graduation from high school or GED is required. Formal college coursework or verifiable training in a field related to the knowledge and ability requirements of this classification from an institute of higher learning recognized by the Council for Higher Education Accreditation is preferred.

Experience: Verifiable experience as a practitioner in specialized art form is required and additional or concurrent experience working with students within specialized art form is desirable.

Special Information: Some positions in this classification may require specialized knowledge and experience related to the assigned art program.

Knowledge of:

- Specialized art form specific to the instructional need;
- Instructional techniques and strategies;
- Content and lesson development;
- Student engagement and classroom management;
- Communication techniques with staff, administrators, students, and families
- English usage, grammar, spelling and punctuation;
- Modern record keeping practices and procedures;
- Applicable and standard workplace and classroom communication and productivity platforms, softwares, and applications;
- Principles, regulations, rules and practices of workplace safety;
- District rules and policies.

Ability to:

- Provide arts instruction to students;
- Work effectively with students from preschool through eighth grade level;

- Work in a collaborative team environment;
- Learn and utilize classroom technology and productivity software and applications;
- Manage classroom environment;
- Establish and maintain a collaborative relationship with students, staff, administrators, and families;
- Work independently and effectively with minimal supervision;
- Travel between classroom and school sites;
- Be available to work during non-standard hours, including evenings and weekends, to accommodate the scheduling of events and ensure their successful execution;
- Assist in program coordination and direct activities and assign personnel as needed to provide a positive environment for children;
- Interpret provisions of law, rules, regulations and district policy to staff, other agencies and public;
- Follow oral and written instructions;
- Communicate effectively both orally and in writing with staff, parents, children, public and District personnel.

Licenses Required: Valid, current First Aid and CPR Certificates must be obtained within the first six months of employment.

PHYSICAL STANDARDS

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this instructional specialist category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Work Environment: While performing the duties of this job, the employee works in several environments including classroom, indoor and outdoor environments and on or near visual and/or performing arts stages, apparatuses, and equipment. The employee may be required to work at varying heights and in restrictive areas. Employees in this position may have a higher level of exposure to infection from students. There is also frequent contact with staff and public. Noise level in the work environment is usually moderate and occasionally will be loud.

Physical Demands: The physical demands of this position include frequent sitting and standing for extended periods of time. Dependent on class/program assignment the employee may occasionally lift, push, pull and/or move up to 50 pounds. Repetitive bending at the waist as well as kneeling, stooping, crouching to assist students is also required. Employees may reach overhead as well as above the shoulders and horizontally. Dexterity of hands and fingers to demonstrate activities or run instructional equipment is required as is hearing and speaking to exchange information, make presentations, hear in a noisy environment and locate the source of a sound. Seeing to read, examine, or evaluate a variety of materials and monitor student activities is also required. Physical demands may also increase due to artistic program assignment where

the employee will engage in dance, music, theater, visual/fine, or other performing arts activities with students. Regular physical attendance at work is an essential requirement of this job classification.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

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Personnel Action	Personnel Action Date
Adopted by the Personnel Commission:	03/26/24