

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: TEACHER - VISUAL AND PERFORMING ARTS

BASIC FUNCTION:

Under the supervision of the assigned supervisor, provides visual and performing arts instruction to students being served in the Santa Clara County Office of Education (SCCOE) student programs; utilizing specialized techniques, provides instruction in identified social and academic areas which meet individual and group needs of students who have been assigned to SCCOE programs including but not limited to Alternative Education, Early Learning Services, Special Education and the Opportunity Youth Academy.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provides instructional activities to students in a wide range of programs (preschool through post-secondary) in the area of Visual and Performing Arts;

Collaborates with staff and administration in planning and organizing weekly lessons, activities and performances;

Develops lesson plans and instructional materials and provides scaffolded lessons to adapt the curriculum in order to meet the needs of the students and programs;

Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom or environment;

Reports progress of students to the classroom teachers as needed;

Creates an effective environment for learning and collaborates with administration to secure storage space for Visual and Performing Arts materials;

In coordination with the classroom teacher, plans and coordinates the work of paraeducators during the planned activities;

Provides workshops and instructional materials for staff and students to access as needed;

Orders and maintains inventory of all materials and supplies for the Visual and Performing Arts program;

In conjunction with the assigned supervisor, coordinates monthly instructional materials for all designated programs for staff to receive in order to support their program;

OTHER DUTIES:

Performs other duties as assigned.

KNOWLEDGE, ABILITIES AND EXPERIENCE:

KNOWLEDGE OF:

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Student recreational activities involving sports, games, arts and crafts.
 Pertinent academic areas and learning situations.
 Effective record keeping methods and techniques.
 Student safety and first aid for minor injuries.
 Proper English usage, grammar, vocabulary, spelling, punctuation and sentence structure.

ABILITY TO:

Speak and write in English;
 Work with students considered unsuccessful in previous school or social settings;
 Develop and implement innovative and flexible programs for students;
 Work and communicate effectively with other staff members, community agencies, parents, school districts, probation, social services, and other county agencies;
 Work effectively with others in a wide variety of situations;
 Demonstrate knowledge and experience working with students in the area of visual and performing arts;
 Demonstrate an understanding of the use of visual and performing arts as a tool to enable individual reflection and expression;
 Understand the individual needs of the student and provides appropriate strategies to achieve the outcome for the student.

EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited college or university, Multiple Subjects Credential with a supplemental credential in Art, Dance, Theater or Music, or Single Subject Credential in Art, Dance, Theater or Music or Multiple Subject Credential with at least three (3) years of experience in Art, Dance, Theater or Music.

LICENSES AND OTHER REQUIREMENTS:

Valid California Teaching Credential
 Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:


Duties are performed in a specialized classroom environment, program site and in the community while standing;
 Driving a vehicle to conduct work, using your own transportation;
 Family or caregiver home environments, childcare, and community settings;
 Office and/or school facility environment;
 School playground or campus and community based instructional environments;
 Regular interruptions;
 Small and large group meetings.

PHYSICAL DEMANDS:

Drive a vehicle to conduct work, using your own transportation;
 Stand and sit for long periods of time;
 Walk short distances on a regular basis;
 Use hands and fingers to operate a computer keyboard or other office equipment;


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Reach with hands and arms;
Walking, stooping, kneeling, or crouching;
Speak clearly and distinctly to answer phone calls and to provide information;
See to read fine print and operate computer;
Hear and understand voice over phone and in person;
Move and transport materials weighing up to 20 pounds.

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Approved: Khushwinder Gill, Ed. D. Date
Assistant Superintendent-Personnel Services

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Authorized: Mary Ann Dewan, Ph.D. Date
County Superintendent of Schools