



PROGRAM COORDINATOR – VAPA AND EXPANDED LEARNING

Certificated Job Description

IMMEDIATE SUPERVISOR:

As assigned

ESSENTIAL FUNCTIONS:

1. Act as a resource to school districts and the county office in the area of curriculum, instruction, and assessment with an emphasis on visual and performing arts (VAPA).
2. Act as a resource to school districts and the county office in the area of expanded learning opportunities, including the 21st Century program.
3. Coordinate, conduct, and attend professional development workshops and conferences.
4. Provide leadership for all aspects concerning VAPA and expanded learning programs and professional development programs.
5. Supervise and evaluate assigned certificated and classified staff.
6. Oversee expanded learning programs and ensure compliance inspection and reporting requirements.
7. Prepare budget, contracts, reports, and service agreements related to VAPA and expanded learning programs.
8. Plan, coordinate, and facilitate professional development for expanded learning site coordinators.
9. Support Continuous Quality Improvement in compliance with state requirements.
10. Serve as a liaison with 21st Century CCLC contractors to ensure services are delivered to promote the quality of the program.
11. Work with expanded learning site coordinators to engage parents in the student's education.
12. Offer virtual and/or site-based coaching for VAPA and expanded learning programs.
13. Represent the county office at professional meetings.
14. Work with the professional and community committees, organizations, institutions, and other agencies at the local, state, and national level to promote improved practices in education.
15. Develop, coordinate, and administer county-wide activities which promote student interest and competence in VAPA and expanded learning opportunities.

16. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of and ability to stay abreast of current trends, innovations, and practice in elementary and secondary education, with an emphasis on VAPA and expanded learning.
2. Ability to work and communicate with people effectively and cooperatively.
3. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
4. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. A command of knowledge in VAPA education and a capacity for its replenishment and expansion.
2. Interest in instruction and curriculum development as evidenced by professional experiences.
3. Capacity to be a skillful clinical observer and diagnostician in curriculum and instruction practices, specifically in VAPA and expanded learning.
4. Possession of a broad range of pedagogical skills.
5. Ability to make decisions based on sound educational philosophy.
6. Ability to establish appropriate working relationships and rapport with individuals and groups.
7. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS:

A. Education:

1. Must hold appropriate Supervision or Administrative credential.
2. Must hold a Master's degree earned at an accredited college or university.
3. Must hold California teaching credential(s).
4. Authorization to teach English Learners.

B. Experience:

1. Successful experience in classroom teaching, preferably at both elementary and secondary levels.
2. Successful experience in a supervision role at a school site or district/ county office preferred.
3. Leadership in providing students, teachers, and administrators with the skills and knowledge for effective design, implementation, and evaluation of instructional programs, specifically in the areas in VAPA and expanding learning preferred.
4. Experience in curriculum development and/or supervision, with specialization in VAPA and/or expanded learning preferred.

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Formerly Coordinator III – VAPA and Expanded Learning 2024