

**SAN MATEO COUNTY OFFICE OF EDUCATION
COORDINATOR, VISUAL AND PERFORMING ARTS**

BASIC FUNCTION:

Under the direction of the Curriculum and Instruction Services Administrator, the

SKILL AND ABILITY TO:

Facilitate groups in planning, problem-solving and decision-making;
Work collaboratively with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds;
Prepare and deliver presentations to small and large groups;
Interpret, apply and explain laws, codes, regulations, policies and procedures;
Communicate effectively both orally and in writing;
Interpersonal skills using tact, patience and courtesy;
Analyze situations accurately and adopt an effective course of action;
Meet schedules and time lines;
Work independently with little direction;
Plan and organize work;
Prepare and maintain various records, reports and files.

REQUIRED QUALIFICATIONS:**EDUCATION AND EXPERIENCE:**

Master's degree in Visual or Performing Arts, Education or related field from an accredited college or university
Minimum 5 years teaching experience in VAPA
Experience providing instructional coaching and profession development to adults
Increasingly responsible administrative experience working with educational programs and services

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential or meet the criteria to obtain one at the time of hire
Valid Teaching Credential

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor work environment

PHYSICAL DEMANDS:

Use and manipulate a computer keyboard and other office equipment;
Read a variety of materials;
Sit and stand for extended periods of time.