

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Community Arts Program Assistant	<b>REPORTS TO:</b>	Director, Visual & Performing Arts
<b>DEPARTMENT:</b>	Visual and Performing Arts	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	054 OTBS
<b>ISSUED:</b>	November 18, 2003		

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**BASIC FUNCTION:**

Assist with the development, evaluation, and coordination of visual and performing arts programs; independently perform and accomplish highly technical administrative and staff duties; direct the work of assigned staff.

**REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.**

**E = Essential Functions**

Assist with the development, evaluation, and coordination of visual and performing arts programs. **E**

Provide and coordinate professional development in areas related to technical assistance and standards-based instruction to community artists and arts and cultural institutions. **E**

Act as district representative for the San Diego Arts Education Partnership. **E**

Design and maintain the San Diego Arts Education Partnership website and post communications regularly via the website. **E**

Assist manager with administrative and highly technical detail relating to the district's visual and performing arts program. **E**

Compile, prepare, or supervise the preparation and the compilation of statistical reports, special studies, manuals, handbooks, project activities, and grant proposals/evaluations. **E**

Represent organizational unit at conferences and meetings; act as the liaison to consultants, auditors, community, other departments, and school sites. **E**

Develop, evaluate, implement, revise, interpret, and explain district and department policies and procedures to the staff and the public. **E**

Assist in the development, evaluation, and allocation of the budget and monitor budget expenditures. **E**

Train and direct work of assigned staff. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from a four-year college or university with a degree in visual and performing arts or other appropriate field and two years of recent, progressively responsible, related experience, preferably in an arts and cultural institution.

**LICENSES AND OTHER REQUIREMENTS:**

None

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Arts and cultural institutions and community.  
Modern office procedures and methods.  
Technical aspects of field of specialty.  
Interpersonal skills using tact, patience, and courtesy.  
Oral and written communication skills.

**ABILITY TO:**

Assist with the development, evaluation, and coordination of visual and performing arts programs.  
Determine data needed for reports and records and methods of collection.  
Coordinate, compile, and evaluate statistical materials.  
Establish and maintain cooperative and effective working relationships with others.  
Direct the work of others.  
Operate standard office equipment including microcomputers and related software applications.  
Establish and maintain effective working relationships with others.  
Plan and organize work.  
Meet schedules and time lines.  
Maintain records and prepare reports.  
Work independently with little direction.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office setting.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.