



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

INSTRUCTOR - ART	
DEPARTMENT/SITE: SCHOOL SITE	SALARY SCHEDULE: Classified Salary Schedule (Group 1) LEVEL: Range 42 WORK YEAR: 10 Months
REPORTS TO: SITE PRINCIPAL OR DESIGNEE	<u>DATE CURRENT JOB DESCRIPTION APPROVED:</u> Board of Trustees effective: 10/10/2024

JOB GOAL/PURPOSE:

Under the supervision and direction of Site Principal or Designee, to develop in each pupil an interest in and the ability for creative expression in visual terms, using skills and techniques of artistic expression appropriate to the pupil's interests and abilities; to discover and develop talents of pupils in the field of art. The incumbents in this classification provide the school community with instructional services which directly support student learning.

DISTINGUISHING CHARACTERISTICS:

This job is distinguished from similar jobs by the following characteristics: The Instructor - Art is assigned to provide art instruction and enrichment to students; to plan and implement presentation and materials related to specialized area of instruction to enrich the academic program.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Coordinate implementation of various art programs at school sites with Site Principal and certificated teachers.
- Assist in scheduling all art classes; assist with revisions of the art curriculum; develop methods to explain or demonstrate the information to students.
- Coordinate all aspects of yearly school art show, if applicable to site.
- Plan and implement presentations and materials related to specialized area of instruction to enrich the academic program.
- Instruct students in assigned area of expertise, maintain an orderly classroom; deliver instruction in a positive manner.
- Carry out teacher designed systematic programs by using delivery of cues, prompts and instruction.
- Use consistent delivery of classroom or student behavior plan; monitor and promote positive student behavior according to established procedures.

- Provide technical assistance in the operation and maintenance of specialized instructional equipment as assigned.
- Provide assistance to and interact with students; adjust and maintain specialized equipment, if any, ensuring timely availability for student use.
- Meet with other classified and/or certificated team members for professional learning, instructional planning, and coordination of the academic program to benefit students.
- Ensure that adequate amounts of supplies, material and equipment are available for timely instructional use; prepare and issue material and equipment for student use.
- Maintain a variety of records and files; prepare teaching aides, maintain safe and orderly learning environment; supervise and perform cleanup activities.
- Operate and care for equipment used in the classroom; including, but not limited to audiovisual equipment, electronic devices (e.g., computer, iPad), and copy machine. Prepare and assist students in the use of instructional materials; distribute and collect instructional materials.
- Administer first aid for the purpose of providing emergency care.
- Collect student data; provide input to teacher or principal of the program.
- Demonstrate positive, respectful and age-appropriate interactions with students across all school settings as demonstrated by positive tone of voice and the celebration of student successes.
- Arrange, display boards and other visual areas to highlight art student applications..
- Order, maintain, and distribute art materials as related to scheduled lessons.
- Report observations and incidents relating to specific students, for example, discipline, accidents, illnesses, etc. to appropriate school staff.
- Resolve conflicts and disputes for the purpose of maintaining orderly conduct.
- Perform other functions, duties and tasks related to this class as assigned.

JOB QUALIFICATIONS/REQUIREMENTS:

(At time of application.)

Knowledge of:

- Specialized area of enrichment instruction
- Methods of instruction
- Principles, practices, procedures and equipment of specialized area of expertise
- General needs and behavior of children
- Safety practices
- Interpersonal skills including the use of tact, patience, and courtesy

Skills:

- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Read, write, and understand the English language

Ability to:

- Develop and maintain cooperative working relationships with staff, students, and parents/families
- Work independently and in collaboration with classroom teachers and Discovery Lab Teams
- Organize and coordinate diverse activities
- Work effectively with all children including those with special needs
- Maintain confidentiality and a positive attitude at all times
- Assume the responsibilities involved in working independently with students

- Understand and follow oral and written directions
- Communicate effectively, both orally and in writing
- Be flexible and able to adapt to changes in routine and duties
- Be reliable in attendance and punctuality
- Provide a satisfactory role model for students in terms of language, appearance, and attitude

EDUCATION REQUIRED:

High school diploma or the equivalent.

Two years of college (48 units), **or**

A.A. degree (or higher), **or**

Pass a local assessment of knowledge and skills in assisting in instruction.

B.A. degree in related field preferred.

EXPERIENCE REQUIRED:

Any combination of training and experience that could likely provide the required knowledge, skills, and abilities would qualify. A typical way to obtain the knowledge, skills, and abilities would be the completion of relevant college coursework in the area of specialty and/or at least one year of work experience directly related to the field of specialty. Art background is desirable.

LICENSE(S) REQUIRED:

- Possession of a valid California driver's license and remain insurable at the District's standard insurance market rate. Current DMV report.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative pre-employment drug screen test at District's expense
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Classroom, and/or other indoor environments
- Lifting, carrying, pushing or pulling light to moderately heavy objects up to 35 pounds
- Dexterity of arm, shoulders, hands, and fingers to demonstrate activities
- Hearing and speaking to exchange information
- Seeing to observe students
- Bending at the waist, kneeling or crouching to assist students
- Standing for extended periods
- Exposure to intermittent noise
- Potential for contact with bloodborne pathogens and communicable diseases
- Frequent interruptions