

**San Leandro Unified School District
Job Description**

Visual and Performing Arts Specialists

Purpose Statement:

The job of Visual And Performing Arts (VAPA) Specialist is done for the purpose/s of providing support to the instructional program with specific responsibilities for assisting the assigned certificated staff and administrators in the implementation of visual and performing arts programs with specific responsibility of planning, preparing, and delivering instruction in visual arts, media arts, music, dance, and theatre to individual or groups of students; and performing clerical functions related to preparing, organizing, maintaining, and inventorying instructional materials and equipment; monitoring participation; and assisting with exhibitions, performances, and special events.

This job reports to the Site Administrator or designee.

ESSENTIAL FUNCTIONS :

- Assists certificated teachers in implementing visual and performing arts curriculum and instructional activities for the purpose of supporting student learning and achievement.
- Provides demonstrations, guided practice, and individualized or small-group instruction for the purpose of reinforcing artistic techniques, creative processes, and standards-based learning objectives.
- Delivers hands-on instruction in a variety of visual and performing arts disciplines (e.g., visual arts, media arts, dance, music, theatre, folk art, painting, sculpture, photography, craft arts, graphic arts and design, computer coding, animation, music composition, ensembles, script writing, costume design, and film/video production) for the purpose of developing students' artistic skills and appreciation for the arts.
- Assists students in completing projects and activities for the purpose of promoting engagement, creativity, self-expression, and successful participation.
- Monitors student activities during instructional periods for the purpose of maintaining a safe environment conducive to learning.
- Prepares, organizes, distributes, and collects instructional materials, supplies, tools, equipment, and technology for the purpose of supporting classroom and program operations.
- Maintains inventories of arts supplies, equipment, materials, and instructional resources for the purpose of ensuring availability and accountability of resources.
- Operates, troubleshoots, and maintains arts-related equipment and technology (e.g., computers, cameras, audio/visual equipment, sound systems, media production equipment, art tools, and instructional software) for the purpose of supporting instructional activities and ensuring operational readiness.
- Ensures proper use, handling, storage, and cleanup of materials, tools, and equipment for the purpose of maintaining safety standards and preserving district resources.
- Communicates with teachers, administrators, and support staff regarding student progress, instructional activities, and program needs for the purpose of supporting effective program implementation.

- Assists with organizing, preparing, and supporting student performances, exhibitions, showcases, displays, assemblies, and special events for the purpose of promoting student achievement and community engagement.
- Maintains manual and electronic documents, reports, inventories, and related documentation for the purpose of providing accurate information and supporting program operations.
- Supports inclusive instructional practices and adapts assistance to meet diverse student learning needs for the purpose of ensuring equitable access and participation.

Other Functions

Participates in meetings, workshops, in-service trainings, and professional development activities for the purpose of conveying and/or gathering information required to perform assigned functions.

Assists with districtwide and site-based arts initiatives and special projects for the purpose of supporting the Visual and Performing Arts program goals.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

JOB REQUIREMENTS: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks involving visual and performing arts instruction with a need to occasionally upgrade skills in order to meet changing educational practices and program requirements. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

- Utilizing a variety of visual and performing arts techniques, materials, equipment, and instructional strategies.
- Operating standard office equipment and educational technology applications.
- Preparing and maintaining accurate records and inventories.
- Organizing materials and instructional resources.
- Communicating effectively with students, staff, parents, and community members.
- Managing student groups in the classroom and performance settings.

KNOWLEDGE is required to perform basic mathematical calculations; read a variety of instructional materials and manuals; prepare reports and correspondence; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include:

- Visual and performing arts practices, techniques, materials, and terminology.
- Principles of arts education and student learning.
- Age-appropriate instructional strategies and child development.
- Safe use and storage of arts tools, materials, and equipment.
- Classroom management practices.

- Computer and multimedia technology applications.
- District policies and procedures related to student supervision and safety.

ABILITY is required to schedule activities and instructional tasks; gather and organize information; operate arts-related equipment; and adapt instructional support to varying student needs. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined processes; and operate equipment using standardized methods.

Specific ability-based competencies required to satisfactorily perform the functions of the job include:

- Establishing and maintaining effective working relationships.
- Adapting to changing priorities and instructional needs.
- Supporting diverse learners and educational environments.
- Communicating effectively with diverse groups.
- Working independently and collaboratively.
- Maintaining accurate records and inventories.
- Demonstrating creativity, initiative, and sound judgment.
- Working with frequent interruptions and multiple priorities.

RESPONSIBILITY:

Responsibilities include working under limited supervision following standardized practices and or methods; assisting in the implementation of instructional programs; maintaining inventories and records; supporting student learning and supervision; and coordinating activities with teachers and administrators. Utilization of resources from other work units may be required to perform the job's functions. There is an opportunity to significantly impact the effectiveness of arts education programs and student engagement.

WORKING ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: lifting, carrying, pushing, and/or pulling supplies, equipment, and displays; frequent standing, walking, bending, kneeling, reaching, and fine finger dexterity; Generally, the job requires approximately 25% sitting, 40% walking, and 35% standing.

The job is performed in classrooms, music rooms, performance spaces, multipurpose rooms, outdoor learning environments, and other educational settings with some exposure to art materials, cleaning agents, specialized instructional equipment, and tools requiring adherence to established safety procedures. Equipment may include computers, cameras, audio/visual equipment, sound systems, art tools, production equipment, and related instructional technology used to support visual and performing arts programs.

EXPERIENCE: Job-related experience working with youth in a school, after-school, community arts, or educational setting is required.

Experience supporting visual and/or performing arts instruction is preferred.

EDUCATION: High school diploma or equivalent required. An associate's degree or coursework in Visual Arts, Performing Arts, Education, or a closely related field is preferred.

CLEARANCES:

- TB Clearance
- Criminal Justice/Fingerprint Clearance

REQUIRED TESTING:

Pre-Employment Proficiency Test

FLSA Status:

Non-Exempt

Board Approval Date : September 15, 2026

Salary Range : 38