

Chase Moore

**Beaumont Unified School District
JOB DESCRIPTION**



Jennifer Castillo (Jun 3, 2025 12:26 PDT)

<u>TITLE:</u>	Visual and Performing Arts (VAPA) Specialist	<u>CLASSIFICATION:</u>	Certificated
<u>REPORTS TO:</u>	Director of TK-12 Programs and/or Designee	<u>SALARY SCHEDULE:</u>	103
<u>WORK YEAR:</u>	197 days		

GENERAL DESCRIPTION:

Under the general direction of the Director of TK-12 Programs or designee, the Visual and Performing Arts (VAPA) Specialist collaborates with administrators, classroom teachers, VAPA teachers, special education staff, and other District personnel to implement high-quality VAPA instruction aligned with District-adopted standards. The VAPA Specialist is responsible for overseeing the supervision, scheduling, programming, development, and growth of a world-class VAPA program that serves all TK-12 students across the District.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Plans and implements VAPA lessons for students aligned with educational standards and student needs; **E**
- Provides leadership in the development and implementation of instructional improvement efforts for the purpose of raising achievement for all students, including meeting with department chairs and grade level teams to assist in implementation of VAPA materials and programs; **E**
- Plans, demonstrates, coaches, and models exemplary VAPA instructional practices in collaboration with classroom teachers; **E**
- Monitors and evaluates VAPA programs, student progress, and achievement to ensure alignment with District goals;
- Collaborates with District staff and administrators regarding VAPA program implementation and improvement;
- Communicates with District staff and parents/guardians to support understanding and implementation of VAPA standards; **E**
- Supports VAPA teachers in differentiating instruction based on assessment data and student needs;
- Collaborates with District staff to establish instructional goals, objectives, and methods that meet District requirements; **E**
- Assists in the recruitment and selection of VAPA teachers;
- Plans, develops, facilitates, and conducts professional learning activities for grade-level teams and site staff;
- Contributes to the assessment of existing arts programs and facilitates the effective implementation of the District's VAPA plan; **E**
- Provides recommendations on budget allocations, including Proposition 28 resources, and advises on funding priorities to support Districtwide VAPA implementation;
- Researches, writes, and monitors arts-related grants to supplement program funding;
- Facilitates the development and implementation of a standards-aligned TK–12 arts curriculum;
- Prepares and maintains reports and data relevant to the operation and evaluation of VAPA programs;
- Serves as a District resource for school sites on all matters related to VAPA;
- Develops and facilitates outreach efforts to engage community partners and identify arts-related resources;
- Collaborates with other VAPA personnel, internal and external;
- Acts as liaison between the District and community arts organizations/institutions;
- Coordinates VAPA-related professional development across the District;
- Generates student data reports to support program evaluation and instructional planning;
- Collaborates with VAPA staff to plan and coordinate Districtwide arts events; **E**

- Provides program updates to the Board of Trustees as requested;
- Attends and participates in District and community VAPA events; **E**
- Engages in professional development outside the District to remain current with arts education trends;
- Serves as an instructional resource for VAPA strategies and materials;
- Organizes and participates in Districtwide professional development trainings;
- Adheres to the certificated collective bargaining agreement;
- Performs job assignment safely for the purpose of protecting people and property; **E**
- Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.

E = Essential Function

JOB REQUIREMENTS/QUALIFICATIONS:

Credentials and Education:

- High school diploma or equivalent to completion of twelfth grade;
- Bachelor's degree from an accredited college or university, preferably in education, VAPA, or related field;
- Master's degree from an accredited college or university, preferably in education, VAPA, or a related field, preferred;
- Clear California Teaching Credential for K-12 settings in a VAPA-related field.

Experience:

- Three (3) years of classroom teaching experience;
- Two (2) years of leadership experience in a professional learning capacity, preferred;
- Prior training in District VAPA initiatives, preferred.

Licenses, Certifications and Testing:

- Pass a pre-employment physical and drug test;
- A current and valid Tuberculosis (TB) clearance;
- Fingerprint clearance for school personnel;
- Must possess a valid California Driver's License during the course of employment and be insurable by the District's liability insurance carrier.

Knowledge and skills of:

- TK-12 District-adopted VAPA programs and initiatives;
- Best practices in VAPA instruction, professional development, and VAPA training;
- Principles and practices of administration, supervision and training;
- Applicable laws, codes, regulations, policies and procedures;
- Standard office equipment and computer applications including Microsoft Office and Google environments, with expertise in Excel, PowerPoint, and Adobe;
- Modern office methods, procedures, and equipment, including record-keeping principles, methods and procedures, filing systems, letter, and report writing.

Ability to:

- Demonstrate an understanding of the California Standards for the Teacher Profession;
- Motivate stakeholders to implement District vision, Board priorities, and District goals;
- Demonstrate strong leadership and effectively present and respond to questions from various stakeholders;
- Model District standards of ethics, confidentiality, and professionalism;
- Have a high tolerance for ongoing stressful situations;

- Work with deadlines and under pressure;
- Maintain the confidentiality and security of sensitive information;
- Compile and maintain accurate records and files;
- Analyze situations, identify needs, prioritize, solve problems independently, as appropriate, and take appropriate action in a variety of procedural matters, without immediate supervision;
- Read, interpret, apply, and explain rules, regulations, policies, and procedures related to public education, and specific to Beaumont Unified School District, and apply them with good judgement in a variety of situations;
- Communicate effectively using a variety of mediums, employing correct spelling, grammar, punctuation, and vocabulary;
- Understand and follow verbal and written instructions in English;
- Learn and support new and fast-changing technologies;
- Promote team building and a positive work environment;
- Maintain a neat and clean appearance;
- Be flexible, exhibit integrity, and exercise mature judgment;
- Establish and maintain cooperative relationships displaying interpersonal skills using tact, patience, and courtesy while demonstrating exemplary customer service in working with students, staff, and the public.

PHYSICAL ABILITIES AND WORKING CONDITIONS:

The work environment and physical characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Mobility
2. Use of depth perception and ability to focus
3. Standing, walking
4. Sitting
5. Twisting, stooping, bending over
6. Crawling, climbing
7. Reaching overhead-above the shoulders
8. Crouching, kneeling, and balancing
9. Pushing or pulling
10. Lifting or carrying up to 50 lbs.
11. Hearing acuity for conversations or other sounds
12. Use of voice in face to face conversations or during telephone conversations
13. Gross muscle use of arms and legs
14. Handling, grasping, and feeling objects
15. Repetitive use of dominant hand
16. Fine dexterity with both hands
17. Exposure to stairs, ramps or uneven ground
18. Working around equipment and machinery having moving parts and generating heat
19. Contact with toxic substances
20. Exposure to dust, gas, or fumes
21. Work in varied temperatures
22. Operating a motor vehicle
23. Use of a ladder
24. Subject to frequent interruptions
25. Viewing a computer monitor
26. Contact with distraught or abusive individuals

Number of Hours				
0-2	3-4	4-5	6-8	N/A
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