



## Job Description

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**POSITION TITLE:** Fine and Performance Arts Instructor # 1021  
Regional Occupational Centers/Programs  
County Operated Schools and Programs

**SALARY PLACEMENT:** Vocational and ROC/P Salary Schedule

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**MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

Possess or qualify for a California Designated Subject Vocational Teaching Credential authorizing instruction in Performing Arts, or California Single Subject Credential in English.

To qualify for a vocational credential, the minimum requirement is verification by previous employers of five years of full-time, paid or non-paid, work experience directly related to each subject to be named on the credential. Forty-eight semester units or the equivalent, or post-secondary vocational training related to the subject named on the credential and verified by official transcript may be substituted for a maximum of two of the five years of experience. One year of the required experience shall be within the three years immediately preceding the issuance of the credential.

**DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

Education or training in job seeking and communication skills. Knowledge of producing a theater or a play production.

**DESIRABLE EXPERIENCE:**

Experience or training working with youth and adults as a volunteer or paid situations. Previous experience in developing contacts with employers and providing leadership for committees and projects.

**CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Possession of a valid California Designated Subjects Teaching Credential in Performing Arts. Employees in this class are required to have special expertise applicable to the educational program(s) assigned. Knowledge of: formal instruction in theater production, performance direction, stage technique, stage design, costuming, lighting and sound, dance elements, make-up, music comprehension, theater history, and business management. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

**SUMMARY OF POSITION:**

Under direction of the Director of the Regional Occupational Centers/Programs, the instructor is responsible for instruction and training in Fine and Performing Arts that will prepare the student for entry-level employment in the theater and musical industry. The instructor will be responsible for developing student skills, knowledge, and attitudes commensurate to the goals of the program and effectively using materials and equipment to meet goals.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

1. Utilize a variety of effective and professional teaching techniques and methods, which assist student(s) in attaining the performance objectives of the course.

2. Annually prepare and submit a course of study including program objectives, student performance objectives, and daily lesson plans.
3. Annually prepare and submit a program budget and be responsible for making requests for materials and supplies not to exceed the amount and types of expenditures set forth in the program's approved budget.
4. Develop appropriated "in the community" training sites for students including a contractual agreement between the community agency and the Regional Occupational Programs and a statement of the student performance objectives to be achieved while at the training site.
5. Provide immediate supervision to all students while they are at community training sites.
6. At the completion or termination of a student's training, submits a report of the total number of hours of training the student received and the related skills achieved.
7. Assist in student placement activities.
8. Accurately and punctually submit to the director all forms and information needed for attendance accounting and grade reporting.
9. Establish an advisory committee which will include representatives from related business, industry, unions, professional organizations and other public and/or private agencies providing the same or related training and holds a minimum of one meeting during each school year.
10. Attend staff meetings and other meetings as required by the director.
11. Possession of a valid California driver's license and/or be able to provide own transportation in conduct of work assignments; willingness to travel locally (mileage reimbursable).
12. Meet timelines for reports.
13. Perform other related duties as requested by the director.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate stand office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech a normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in the position will be required to work in indoor and outdoor environments and come in direct contact with SJCOE staff, district staff and the public.