



**SJCOE**  
EDUCATE • INNOVATE • INSPIRE

## Job Description

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**POSITION TITLE:** Project Liaison I #6013  
Visual/Performing Arts  
Educational Services

**SALARY PLACEMENT:** Management Salary Schedule  
Range 1

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**MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a High School diploma or equivalent and/or experience that demonstrates an expertise in working with educational organizations and/or business and industry.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

One to two years working in the visual and performing arts field. Possess an Associate of Arts Degree and/or a Bachelor's Degree in a related Visual and Performing Arts field.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, evaluate, and train staff. Ability to operate a computer and knowledge of assigned software. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. 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.

**CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:**

Previous extensive work experience in organizing and directing various visual and performing arts events. Knowledge about bands, choirs, and various artistic endeavors.

**DISTINGUISHING CHARACTERISTICS:**

The Project Liaison series represents entry level management positions and has two levels.

**SUMMARY OF POSITION:**

Under direction of the Assistant Superintendent of Curriculum and Instruction, the Coordinator of Visual and Performing Arts will direct the Artist in Schools Program, The High School Honor Band/Choir Concert, the Middle School Honor Band Concert and SJCMEA.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.

5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and time lines.
11. Prepare reports as needed for program.
12. Facilitate and coordinate all aspects of the Artist in Schools Program.
13. Recruit qualified artists, conductors, and adjudicators.
14. Establish working relationship with Human Resource Department to get all needed clearances to hire the afore-mentioned staff.
15. Organize and implement the High School Honor Band & Choir, the Middle School Honor Band and direct the SJCMEA.
16. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, 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 this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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