Supervisor
Visual and Performing Arts

Posting Date: April 20, 2015
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Please Apply: https://sfusd.searchsoft.net/ats/app_login?COMPANY_ID=00012821

Position Description:

The Supervisor for the Visual and Performing Arts Department reports to the Director of the Visual and Performing Arts Department and is responsible for assigned programs within the department and the functions required to administer those programs aligned with the Arts Education Master Plan. The VAPA Supervisor directly supervises the VAPA-PEEF Elementary Arts Generalist Teacher Program, the VAPA TSA Program and coordinates all VAPA Professional Development.

Essential Duties and Responsibility

* Coordinates and manages the following VAPA programs: VAPA-PEEF Elementary Arts Generalist Teacher Program, VAPA TSA Program and VAPA Professional Development.
* Provide administrative support for the Arts Education Master Plan Arts Coordinator Program, assist with VAPA program assessment, assist with VAPA professional development and provide support for district school site administrators.
* Collaborate with the VAPA Director and other VAPA Administrators, the SFUSD Artistic Director, the Arts Education Master Plan Implementation Manager and other VAPA staff.
* Newly developed VAPA TK Program

Example of Duties

* Supervise credentialed teacher programs in the elementary arts department, and directly oversees the PEEF Elementary Arts Generalist Teacher Program.
* Directly oversees the VAPA TSA program in partnership with other VAPA Administrators and staff
* Direct VAPA Professional Development in partnership with the District Artistic Director, the District AEMP Implementation Manager and the VAPA Lead TSA
* Oversee evaluation and instructional schedules of credentialed teachers
* Manage fiscal aspects of programs including but not limited to supplies, departmental purchasing, payroll and equipment repair.
* Assist with VAPA departmental budget process.
* Assist with program review and data collection for assessment of VAPA.
* Work as a support administrator for the District Artistic Director and the District AEMP Implementation Manager.
* Manage District-wide VAPA calendar
* Conduct monthly program meetings with credentialed teachers.
* Oversee evaluations of credentialed arts teachers
* Provide support as needed for the annual SFUSD Young At Art Festival.
* Seek additional funding opportunities throughout the identification and writing of grants.
* Represent VAPA Department Administration with other VAPA administrators and meet regularly with VAPA UBC members.
* Supervise clerical and classified personnel.
  Perform other related duties as assigned.
* Newly developed VAPA TK Program

Experience and Educational Requirements

**Experience** as a school site principal and/or public school, district, or county office administrator supporting implementation of quality arts education services that result in high academic achievement for students.

**Experience** with credentialed teachers supervision and evaluation.

**Skill** in managing resources to implement and accomplish long and short term program goals; using student, school, and community data to assess professional learning needs; facilitating group processes; researching, interpreting, analyzing, reporting, and implementing promising practices and innovations for Arts education; developing and coordinating curriculum and instruction strategies as they relate to Arts education.

**Knowledge** of adult learning and professional development; curriculum and instruction applicable to Arts education; California Arts education standards; pedagogical principles and practices in effective teaching and learning for Arts students and their teachers; existing approaches which have been successful in closing the achievement/access gaps and increasing the college-going rate of students.

**Ability** to establish program goals consistent with the district strategic plan; train and supervise staff; establish and manage priorities, processes and procedures; work independently; establish and maintain appropriate project deadlines; manage multiple projects; work with a variety of individuals and groups; communicate effectively orally and in written form; model norms of behavior that reflect high expectations for staff, students, and community members; travel to various locations.

**Physical abilities** include standing and sitting for extended periods, talking/hearing, near and far visual acuity, pushing/pulling, lifting, reaching, carrying, field of vision, fine manual dexterity.

Minimum Requirements

* Possession of a valid California Administrative Credential
* Five (5) years experience as a site leader in an elementary or secondary school setting that involved Arts education.
* Experience with educational issues as they relate to arts education

Desirable Qualifications

* Planning, organization and direction of VAPA programs
* Administration of credentialed teacher programs
* Fiscal and budgetary administration
* Curriculum development and implementation for visual and performing arts
* Departmental program assessment
* Overall understanding of the design and implementation of professional development for administrators and credentialed teachers
* Overall understanding of Arts and Urban Education
* Experience with Educational Professional Development
* Knowledge and understanding of the San Francisco arts and arts education communities and larger arts education communities state-wide and nationally
* Deep knowledge of and an ability to analyze data and situations quickly and create an action plan to move forward

How to Apply

- Visit www.sfusd.edu/jobs and create a new certificated administrative account to begin your application.
- You will be prompted to electronically attach a letter of interest, resume, letters of recommendation and administrative credentials/licenses.
- Our Human Resources team will then review your entire application to determine your eligibility status and contact you directly should you move forward in the process.

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