

Alameda County Office of Education
Job Description
March 2007

Disclaimer – Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They are not intended to include every possible activity and task performed in every position.

JOB TITLE: Program Manager I, Alliance for Arts Learning Leadership

GRADE: Management, Range 15

FLSA: Exempt

SUMMARY

Under the direction of the Visual and Performing Arts Program Coordinator, a person in this position manages countywide projects to support the mission of the Alameda County Alliance for Arts Learning Leadership to ensure delivery of high quality education through arts learning for every child. On behalf of the Alameda County Office of Education, works collaboratively with the eighteen Alameda County school districts, community arts partners, higher education, and parents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages and facilitates Alameda County District Arts Learning Network, composed of designated school district art learning leaders, which provides peer support, collaboration, resource development, and technical assistance to school districts in Alameda County.
- Assists in developing collaborative relationships and partnerships on multiple levels to build support, commitment, and resources to sustain arts integration programs and approaches.
- Convenes Alliance constituent groups for planning, training, and networking purposes and to build distributed leadership.
- Supports design and implementation of Alliance annual work plan and 3-year strategic plan, actively expanding and disseminating the Alliance's successful pilot projects and demonstration programs
- Manages and provides technical assistance to school districts to develop and coordinate arts learning support, professional development, and administrative coaching.
- Provides technical assistance to schools, districts, parent organizations, and local education foundations to increase their ability to raise funding support for arts learning.
- Serves as resource to both arts and education funders to deepen their understanding of the relationship between arts learning and successful student outcomes
- Assists in collaborating with higher education and community arts partners to create career paths for teaching artists.
- Provides support to Visual and Performing Arts Program Coordinator working with regional and statewide committees.
- Conducts workshops and presentations at regional, state, and national arts, education, and youth conferences as assigned.

- Supports and facilitates development and implementation of coherent arts learning policies that support constituents' needs.
- Develop and support implementation of an Alliance governance structure that ensures advancement of arts learning.
- Identifies and provides training in coaching and facilitation methodologies.
- Provides support to Arts Active Parents Initiative under the direction of the Arts Coordinator.
- Plans, develops, and implements annual resources development plan for sustainability.
- Researches, analyzes, summarizes and coordinates the distribution of documents, research, laws, policies, and other arts learning and arts integration curriculum resources for California school programs.
- Prepares and coordinates professional resource information for print and electronic and web-based statewide distribution and access.
- Represents the department and serves as facilitator, liaison, and/or resource at local, state, regional and national meetings.
- Writes and submits articles for publication.
- Assists in developing and updating program proposals, goals, and objectives.
- Directs staff, assigns work, and provides feedback related to staff performance.
- Evaluates and documents program achievements, monitoring program costs, compiling and summarizing data, and preparing project evaluation and progress reports to funders.
- May assist in preparation and monitoring of program budget.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

California and national visual and performing arts curriculum content standards.
 Research-based arts learning and arts integration program practices.
 Professional development for teaching artists and arts organizations.
 Funding resources for arts learning and arts integration programs.
 Integral connections among arts learning, educational equity and cultural competency.
 Statistical, research, and survey methods.
 High-level professional oral and written communication.
 State and federal laws related to areas of responsibility.
 Policies, laws, and regulations related to areas of responsibility.
 Principles and practices of management.
 Interpersonal skills.
 Correct written and spoken English.
 Policies and objectives of assigned programs.
 Media, public, and professional outreach and communication techniques.

Ability To:

Perform research, compile data, and prepare reports.
 Develop research-based evaluative criteria and protocols.

Conduct evaluations of curriculum and other professional resources.
Manage countywide advisory groups.
Effectively communicate concepts and procedures orally and in writing to groups with diverse interests.
Facilitate and negotiate resolution of complex issues and varying interests.
Analyze and synthesize key issues and concerns and communicate them effectively.
Plan, organize, coordinate, administer, and document programs.
Prioritize and schedule work.
Prepare and monitor a budget.
Explain and enforce policies and regulations.
Meet schedules and timelines.
Prepare and deliver oral presentations.
Establish, maintain effective relationships.
Operate a computer and related software.
Train and provide work direction to others.
Organize and coordinate office activities.

EDUCATION and/or EXPERIENCE

(The following requirements demonstrate possession of the minimum knowledge, skills, and abilities necessary to perform the duties of the position.

Bachelor's degree or equivalent or professional certification in area(s) related to arts learning, arts administration, or teaching artist training.

Five (5) years related experience in arts learning, arts administration, teaching artist training, arts education policy development; or equivalent combination of education and experience.

Valid State of California driver's license and an acceptable driving record.

Desirable: Experience coordinating school/community arts organization partnerships and collaborations, arts education project management, successful resources development for school and community arts learning programs, grant and report writing, and budget development/management.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift to/from cart, table, car and/or move with cart curriculum materials up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee is frequently required to attend statewide meetings (occasionally in the evenings and/or weekends) and conduct overnight statewide travel and frequently works with a video/computer display terminal for prolonged periods. The noise level in the work environment is usually moderate.

Approved By: Personnel Commission

Approved Date: March 20, 2008