

**CHINO VALLEY UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

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**TITLE:** Visual and Performing Arts (VAPA) Specialist      **REPORTS:** Administrator/Certificated Staff

**DEPARTMENT:** School Site      **CLASSIFICATION:** Professional Expert

**WORK YEAR:** Less than 125 days      **SALARY:** Class Instruction Hourly Rate

**ISSUED:**

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**BASIC FUNCTION:**

Under the general supervision of a school administrator/certificated staff and as a professional expert employed on a temporary basis for a specific assignment or project, assists certificated staff in the development of designated skills within the VAPA standards and assists with group and individual student instruction. The short-term professional expert is intended to supplement the VAPA program.

**REPRESENTATIVE DUTIES:**

Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.

**E = ESSENTIAL FUNCTIONS**

1. Instructs assigned students, while under the supervision of the certificated staff (e.g., dance, music, theater, visual & multi-media digital arts, etc.) for the purpose of improving students' VAPA technical skills, and/or the preparation for showcasing and performance productions. **(E)**
2. Assists with the preparation of instructional materials. **(E)**
3. Assists with maintaining student records covering enrollment and attendance. **(E)**
4. Assists students to understand the given materials and provide opportunities to demonstrate their knowledge of the material. **(E)**
5. Attends appropriate meetings, professional development, and performances as requested. **(E)**
6. Maintains supplies and equipment as assigned, for the purpose of ensuring availability of required materials. **(E)**
7. Monitors students in a variety of educational environments for the purpose of providing a safe and positive learning environment **(E)**
8. Supports certificated staff. **(E)**
9. Takes direction from the assigned certificated staff member. **(E)**

10. Performs other related duties as assigned, related to the position. (E)

**MINIMUM REQUIREMENTS:**

**Education, Experience, Licenses, And Other Requirements:**

High school diploma or equivalent with at least one year of targeted job-related experience related to the VAPA skills instruction is required.

Employment eligibility that may include fingerprints, health (tb), and/or other employment clearance.

Must have valid California driver's license and automobile available for use. Must have the ability to obtain and maintain insurability status under the district's vehicle insurance policy. Must be willing to attend evening and weekend meetings and performances.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Skill-based VAPA competency to perform the job in the related field;
- Practical methods used in tutoring, motivating and controlling students;
- English usage including grammar, vocabulary and spelling;
- Basic arithmetic concepts and calculations; and
- Simple record keeping and filing.

**Ability to:**

- Assist certificated staff with instruction and related activities of the assigned learning environment;
- Learn and apply the proper methods and procedures to be followed in a variety of instructional situations;
- Work independently with little direction;
- Generate enthusiasm for learning;
- Communicate effectively orally and in writing using correct grammar;
- Establish and maintain effective working relationships with students, parents and co-workers;
- Understand and carry out oral and written instructions;
- Perform simple clerical tasks and operate standard office machines;
- Maintain confidentiality of pupil records and school reports; and
- Demonstrate an understanding, patient and receptive attitude toward students.

**Working Conditions:**

- Classroom environment; indoor and outdoor;
- May be performed under temporary variation; and
- May be exposed to odors

**Environment:**

- Indoor And Outdoor environment.

**Physical Demands:**

- Subject to physical demands customary of VAPA job function (e.g., occasional lifting, standing, reaching, carrying, pushing, and/or pulling, stooping, kneeling, crouching and hand/finger dexterity)

**Hazards:**

- Common workplace safety situations;
  - Exposure or contact with bodily fluids;
  - Noisy environment;
  - May be exposed to contact with uncooperative individuals.
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I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Visual and Performing Arts (VAPA) Specialist and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

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**(Signature of Employee)**

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**(Date)**

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the division of human resources.

Board approved: September 19, 2024