



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Program Coordinator – Aesthetic Education Program
Reports To: Director of EFA
FLSA Status: Exempt
Prepared By: EFA
Approved By: Human Resources
Prepared Date: 08/2004
Last Revised Date: 08/2004

Summary: Implements and coordinates Aesthetic Education Program (LCI) and instructs theatre/aesthetic education classes by performing the following duties

Essential Duties and Responsibilities:

- Administers LCI Program
- Acts as contact person for school and teaching artists involved in the LCI Program
- Organizes/compiles assessments for the LCI Program
- Prepares lesson plans and establishes course goals
- Plans educational activities that teach skills/techniques to students
- Prepares teaching materials for utilization in class
- May lead rehearsals, direct plays or generate original works of art
- Selects books and art supplies for courses
- Demonstrates method and procedure to pupils
- Observes and evaluates pupils' work to determine student progress or to make suggestions for improvement
- Confers with student, parent, and counselor to resolve student problem
- Accompanies students on field trips to museums or art galleries
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Master's degree (M.A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience

Supervisory Responsibilities:

Assists with the supervision of 15-25 employees in the LCI Program

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws; Responsibilities include interviewing and training employees; planning, assigning, and directing work; assists with appraisal of performance; addressing complaints and resolving problems

Certificates, License, Registration:

If applicable.

Other Skill & Activities:

Effectively present information in front of groups and engage in audience
Ability to communicate effectively including listening
Delegates work assignments as appropriate
Keep administrator abreast of activity
Works in a team oriented fashion
Ability to efficiently use computer and applicable software
Ability to problem solve
Ability to read, analyze and interpret data
Ability to write reports, correspondence, policies and procedures
Maintains confidentiality
Displays willingness to support and make decisions with sound judgment in timely manner
Develops strategies to achieve goals
Performs duties as workload necessitates
Adapts to frequent changes in the work environment
Uses equipment and materials properly
Practices safe work habits

Supervisory Responsibilities:

Assists with the supervision of 15-25 employees in the LCI Program
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws; Responsibilities include interviewing and training employees; planning, assigning, and directing work; assists with appraisal of performance; addressing complaints and resolving problems

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is regularly required to stand and talk or hear. The employee is occasionally required to walk; sit and use hands to finger, handle, or feel. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually moderate.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.