



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Coordinator - PACE
Reports To: EFA Director
FLSA Status: Exempt
Prepared By: Human Resources
Approved By: N/A
Prepared Date: 07/2006
Last Revised Date: 07/2006

Summary:

Assists in the direction and coordination of county-wide arts education program providing the schools/students within the county and the arts community a means to come together, through the administration and direction of the PACE Program by performing the following duties.

Essential Duties and Responsibilities:

- Administers the Professional Artists and Cooperating Education Program (PACE)
- Oversees the Theatre in Your School (TYS) Program
- Contracts with production team; then produces materials and schedules productions for TYS Program
- Oversees theatre production team on artistic abilities, production and quality of event
- Generates regular internal publications and grants to fund programs
- Coordinates EFA events at the Epic Center
- Connects schools and the art community through cooperative programs
- Recruits, trains, performs ongoing refresher training, and manages Resident Artists
- 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:

BA from four-year College or University and one to two years related professional experience or training; or equivalent combination of education and experience.

Certificates, License, Registration:

Maintain current state licensure in area of discipline.

Other Skill & Abilities:

Ability to communicate effectively, including listening.
Develop and maintain an atmosphere of teamwork.
Ability to set priorities, be organized and a self-starter.
Attitude of acceptance and esteem for students.
Efficiently use computer and applicable software.
Delegate work assignments when appropriate.
Keep director abreast of program status.
Ability to problem-solve.
Ability to read, analyze and interpret data.
Ability to write reports, correspondence and procedures.
Effectively present information in front of groups and engage with audience.
Maintain confidentiality.
Support and make decisions with sound judgment in a timely manner.
Develop strategies to achieve program goals.
Adapt to frequent changes in the work environment.
Practice safe work habits.
Use equipment and materials properly.

Supervisory Responsibilities:

Directly supervises 20-30 Artists or Instructors of Art.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The noise level 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.