



Kalamazoo Regional Educational Service Agency Job Description

Job Title: EFA Program Coordinator, Alternative Arts Initiatives
Reports To: Director of EFA
FLSA Status: Exempt
Prepared By: Human Resources
Approved By: N/A
Approved Date: 06/2011
Last Revised Date: 06/2011

Summary:

Coordinates implementation of EFA Alternative and Special Education Arts Initiatives as well as providing support for other EFA programs and initiatives by performing the following duties.

Essential Duties and Responsibilities:

- Develops and coordinates all activities of the EFA Alternative and Special Education Arts Education Programs
- Provides marketing presentations to high school students for enrollment into the Excellence in Arts Program
- Seeks guest artists for artist residency work. Matches teaching artists with alternative and Special Education settings
- Provides organizational and instructional support to PACE, Aesthetic Education, and Excellence in the Arts programs as needed
- Designs and facilitates professional development trainings for teachers and teaching artists throughout the county
- Organizes performances and exhibitions of student work
- Develops field trips and coordinates guest artists, speakers, and instructors for students to experience and create works of art
- Attends and participates in EFA program meetings
- 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:

Bachelor's Degree in arts, social work, or social sciences and 1-3 years related professional experience and/or training in performing or visual arts including K-12 teaching experience. Master's degree preferred.

Certificates, License, Registration:

Substitute teaching permit

Other Skill & Activities:

High comfort level in working with community arts, K-12 alternative and special education stakeholders using a consultative style
Effectively present information and engage public and school audiences
Demonstrate effective writing, speaking, and listening abilities.
Maintain confidentiality
Maintain an atmosphere of teamwork
Ability to resolve interpersonal conflict in a positive manner
Ability to adapt to frequent changes in the work environment
Ability to set priorities, be organized and be a self-starter
Attitude of acceptance and esteem for students and especially non-traditional students
High level interpersonal skills
Ability to efficiently use computer and applicable software
Use equipment and materials properly
Practice safe work habits

Supervisory Responsibilities:

Assists in the supervision of teaching artists working in alternative and special education settings.
Carries out responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing and training employees; assigning and directing work; 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. The employee is expected to drive between Kalamazoo RESA buildings, local districts and to workshops, trainings and conferences.

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.