

## VISUAL AND PERFORMING ARTS (VAPA) CLINICIAN (WALK ON COACH)

### DEFINITION:

Undergraduate or graduate degree and/or professional experience is preferred. VAPA Clinician III has general responsibility including working with small-medium groups under direction of the teacher. College degree in music or performing arts is preferred. VAPA Clinician II under supervision, works with small groups and ensembles. Some college with upper division work is preferred. VAPA Clinician I has the lowest level of responsibility including assistance at rehearsals. Some college experience is preferred.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Assists classroom teacher with instruction and preparation for performances.
- Actively supervises students in classroom, performance, competition, and festival settings.
- Maintains a safe and orderly environment.
- When directed, supports design and development of curriculum and/or show design.
- When needed, ability to assist with show assistance including audio and video technical set up and support.
- Record attendance and report to classroom teacher and site staff according to provided guidelines.
- Report irregularities in learning environment to classroom teacher and/or site administrators
- Performs a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing instructional materials; maintain student records, attendance and files as assigned; grades student assignments and tests.
- Assures the health and safety of students by following established practices and procedures; maintains learning environment in a safe, orderly and clean manner.
- Attends meetings and in-service trainings as assigned.

### QUALIFICATIONS GUIDE

#### Knowledge of:

- General classroom procedures and appropriate rehearsal standards.
- Child guidance principles and practices.
- General concepts of child growth and development and child behavior characteristics.

**Ability to:**

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Perform a variety of clerical duties in support of classroom activities.
- Assist in the preparation of instructional materials and implementation of lessons.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Speak, read and write in English and a designated second language as required by position.
- Operate standard office and classroom equipment.
- Observe health and safety regulations.
- Maintain records and files.
- Assume responsibility for supervising students.
- Learn and utilize basic methods and procedures to be followed in instructional settings.
- Perform routine clerical work and basic arithmetic calculations.
- Demonstrate an understanding, patient, warm and receptive attitude toward children.

**EDUCATION/EXPERIENCE:**

Any combination equivalent to: graduation from high school, college experience, college degree, professional experience, and some experience working with children in an educational setting.

**LICENSES AND OTHER REQUIREMENTS:**

Activity Supervisor Clearance Certificate or other safety clearance (Department of Justice and Federal Bureau of Investigation)

**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.