

PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Arts Education Docent
DEPARTMENT: School Sites
FLSA: Non-Exempt
REVISED:

REPORTS TO: Principal
CLASSIFICATION: Classified
SALARY GRADE: 13
BOARD APPROVED:

BASIC FUNCTION:

Arts Education Docent conducts arts education appreciation and lessons for groups of elementary and middle school students as a part of an in-school and after-school enrichment program. The Arts Education Docent encourages students to explore a variety of different types of art education including but not limited to in dance, media arts, music, theater, and visual arts including folk art, painting, sculpture, photography, craft arts, creative expression including graphic arts and design, computer coding, animation, music composition, ensembles, script writing, costume design, film, and video. Arts Education Docent will develop an enrichment program and conduct special activities for students, adults, and families.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. 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 principal job elements.)

ESSENTIAL DUTIES:

Assist faculty and other instructional staff by preparing and presenting technical materials designed to enhance students' learning processes; set up and conduct complex instructional exercises as directed; may independently implement and coordinate instructional sessions and activities.

Prepares equipment and materials for specialized exercises in support of arts education projects. Sets up and conducts complex instructional exercises as directed; may independently implement and coordinate instructional sessions and activities.

Trains students in procedures for preparing, storing, and cleaning arts education equipment and devices.

Sets up, disassembles, cleans, or replaces apparatus and instructional materials used in practice, rehearsal, and performances.

Develops, explains, and demonstrates learning exercises and instructional materials; monitors students in class work procedures; consults with faculty as needed to implement lesson plans.

Instructs and/or tutors individual students and small groups to reinforce the follow up on classroom learning activities; monitors and assists students in drills, practices, and study activities as a follow up to what was presented during regular classes.

Digital and analog professional audio recording equipment and software applications.

ABILITY TO:

Learn growth and development principles of children.

Patiently and effectively work with students of differing backgrounds.

Learn basic first aid and safety requirements.

Physically perform job tasks.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Follow directions and function within program policies and procedures.

WORKING CONDITIONS:

ENVIRONMENT: School setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.