



IRVINE UNIFIED SCHOOL DISTRICT

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

DEFINITION:

Under general supervision, performs a variety of tasks related to the Visual and Performing Arts program, including coaching, small-group instruction under teacher supervision, supervision of students and preparation for concerts, performances, competitions, and festivals.

DISTINGUISHING CHARACTERISTICS

A VAPA clinician has technical skills that supports instruction by the classroom teacher. This is a temporary and at-will/short-term job classification, non-certificated, and is not considered part of a regular assignment for current IUSD employees. VAPA Clinician V has the highest level of responsibility and may run groups under direction of teacher. Degree (undergraduate or graduate) and/or professional experience is the preferred level of experience. VAPA Clinician IV has a high level of responsibility and may run groups under direction of teacher. Degree (undergraduate or graduate) 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.
- Appropriate classroom management strategies.
- Appropriate safety precautions and procedures at school sites.
- Oral and written communication skills.
- Basic record-keeping techniques.
- Operation of standard office and classroom equipment.
- Proper lifting techniques including assisted lifting.

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.

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Seeing to read a variety of materials and monitor student activities.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Hearing and speaking to exchange information.
- Reaching overhead and above shoulders to access materials.

WORK ENVIRONMENT:

Indoor/classroom environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

New 07/2017