

## **Education Coordinator**

This a contract position requiring 15-20 hours per week from February – August 2019.

**Background:** Sebastopol Center for the Arts (SCA) serves Sonoma County and the Northern California Region. SCA supports visual, performing, literary, ceramic, and film arts programs, manages two open studio programs, and underwrites a youth summer educational arts program. SCA seeks a Director of Operations to build on a record of significant accomplishments and lead its programs forward to levels of prominence in art and audience. The DO reports to the Executive Director and is an integral member of SCA staff. This position is at the core of all programs. General duties include events planning, staffing, execution and management of the operational functions. This is a Full Time Salaried Exempt position.

### **Scope of Work:**

The Education Coordinator is to ensure that youth and adult courses are filled for the entire year. All programs are offered on site at the Center. The Education Coordinator will oversee the planning, organizing and implementation of the curriculum, and ensure that the program supports all genres of art. For classroom programs, the coordinator will supervise attendance and lesson plans to meet policies and procedures.

### **Skills:**

The Education Coordinator will have the analytical skills to review data on youth/adult students to adjust the curriculum to suit their learning abilities and must have the communications skills to explain the curriculum to parents, students and adult students. The program requires decision-making skills for the selection of textbooks and instructional methods. In addition, maintaining strong working relationships with program staff and trusting relationships with students help make this program a success.

### **Qualifications:**

Bachelor Degree in Education, Art, or other related field and a teaching credential  
At least 2 years of experience in planning and implementing curriculum

### **Employer's Rights:**

This job description does not list all the job duties. Occasionally, a supervisor or manager might request that you perform other duties. Management's evaluation of your performance is based on your performance of the tasks listed in this job description and these other duties. Management has the right to revise this job description at any time. The job description is not a contract for employment. Therefore, either you or the employer may terminate the employment relationship at any time, for any reason.