

Union Public Schools Job Description

Position Title: Assistant Visual Coordinator
Department: Fine Arts
Reports To: Assistant Director of Fine Arts

FLSA Designation: Exempt

SUMMARY: To maintain and ensure excellent and safe conditions while providing a positive and educational attitude for the Union band program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Coordinates visual program for all seasons.
- Coordinates show design for all seasons.
- Assists with solicitation and recruitment of guard members.
- Assists with guard management as schedule allows.
- Co-designs guard costumes, flags, props etc.
- Provides specific information as to choreography needs for show, as per staging requirements.
- Schedules clinicians.
- Attends Union Band Parents Club meetings.
- Attends Winter Guard and Percussion of Oklahoma.
- Assists band staff as schedule allows.
- Responsible for public relations for Union Guard.
- Sets a good example in front of students and provides a positive and educational experience.
- Works with various software applications, entering and retrieving data as needed.
- Works well with both supervisors and other members of the team.
- Supervises the equivalent of two or more full-time employees.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises the equivalent of two or more full-time employees.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High school diploma or general educational degree (GED), experience in the field of Fine Arts, specifically band.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies.

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.*

While performing the duties of this job, the employee is almost continuously required to sit, and talk or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.

WORK 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.*

While performing the duties of this job, the employee may be employed to work both indoors and outdoors and under adverse weather conditions. Duties will require handling of average-weight objects up to 25 pounds or standing and/or walking for more than four (4) hours per day. The employee is continuously interacting with the staff and students.

The noise level in the work environment is usually moderate.