

**CHANDLER UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASSIFICATION: OFFICE
TITLE: ART MASTERPIECE COORDINATOR
CALENDAR: [ART MASTERPIECE COORDINATOR](#)
SALARY: [GRADE 11](#)

Job Goal:

To coordinate and support the Art Masterpiece program in the district.

Minimum Qualifications:

- High School Diploma or equivalent, additional college coursework in related field desired.
- Experience with Art Masterpiece or related program desired.
- Ability to communicate effectively with staff, students, administration and community.
- Experience with program coordination and training desired
- Strong organizational skill
- Ability to manage multiple tasks
- Ability to operate standard office equipment including computer and related software.
- Satisfactory criminal background check

Core Job Functions:

- Coordinate the on-going development and support of Art Masterpiece at all elementary sites
- Develop schedules to support individual programs
- Align Art Masterpiece lessons/artists with State Academic Standards for Art at each grade level
- Coordinate the training of volunteers
- Disseminate information about Art Masterpiece program through district publications
- Create and coordinate student art events within the community
- Assume responsibilities for clerical duties related to the position
- Seek public relations and grant opportunities to enhance the program
- Be flexible and performing other duties relating to general job function as assigned by supervisor
- Operate and care for school districts' equipment properly
- Follow district policies as outlined
- Perform all duties in a safe and prudent manner as directed by supervisors

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model
- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Office

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. 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.