



**CLASSIFIED**  
**Job Classification Description**  
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
 PERSONNEL COMMISSION  
 APPROVED MOTION NO. 61-2022/23  
 DOCUMENT NO. 41-2022/23  
 DATED 03/15/2023

**VISITING ARTIST**

<p><b>DEPARTMENT/SITE:</b> Educational Services / Site as assigned</p> <p><b>REPORTS TO:</b> Director of Visual and Performing Arts and/or Expanded Learning Program Coordinator</p>	<p><b>SALARY SCHEDULE:</b> Supplemental-Help  <b>SALARY RANGE:</b> \$30 Per Hour  <b>WORK CALENDAR:</b> Non-Contracted</p> <p><b>FLSA:</b> Non-Exempt</p>
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**PURPOSE STATEMENT:**

Under the supervision of the Educational Services Department, the Director of Visual and Performing Arts, or the Expanded Learning Program Coordinator; the Visiting Artist provides instruction outside of the school day, or during the school day when authorized by the Director of Arts Education, at the assigned school sites and facilities, particularly with elementary-aged students. The Visiting Artist leads and facilitates various arts projects and provides lessons in their area of expertise. The incumbents in this classification provide the school community with support in providing a quality arts program and enrichment that directly supports student learning and achievement.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Adapts artistic techniques and processes to the level appropriate for learners.
- Creates and submits lesson plans.
- Creates and ensures a welcoming and safe environment for all students.
- Facilitates and leads various art, music, theater, dance, or media arts projects.
- Follows the direction of the designated supervisor.
- Maintains a clean and organized instructional environment.
- Models artistic techniques specific to their discipline of expertise.
- Participates in professional development when recommended.
- Provides feedback to students that improves their skills and abilities.
- Responsible for ordering and managing supplies and materials.
- Teaches lessons in a classroom setting and other instructional environments.

Visiting Artist  
 Updated: New  
 Previous update:

MUSD BOARD APPROVED:  
 May 23, 2023  
 MOTION NO. 134-2022/23  
 DOCUMENT NO. 441-2022/23

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

**Knowledge of:**

- General purposes and goals of public education
- Safety practices and procedures
- Reading and writing and communication skills

**Skills and Abilities to:**

- Assist in planning and prioritizing learning activities to support the educational needs of students
- Use English in both written and verbal form, use correct grammar, punctuation and spelling
- Display interpersonal skills using tact, patience and courtesy with students, administration, and staff
- Learn the District Organization, operations, policies, objectives and goals
- Understand and carry out oral and written instructions
- Assume responsibilities involved in supervising and working independently with students
- Develop and maintain collegial relationships with staff
- Meet schedules and deadlines
- Read/interpret/apply rules, regulations, and policies
- Rapidly learn methods and materials used in a variety of instructional situations
- Maintain safe environment for students
- Establish and maintain effective working relationships with staff, students and the public
- Work with a diverse group or individuals

**RESPONSIBILITY:**

Responsibilities include working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

- High School Diploma or equivalent and one (1) year of arts education experience is preferable, but not required.

**EXPERIENCE REQUIRED:**

- At least two (2) years of experience in art or related fields.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District’s applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

Work is performed indoors in a theater/classroom instructional environment and occasionally outdoors where safety considerations exist from physical labor and working with or in the vicinity of electrical connections and tools. Requires work in evenings and on the weekend.

- Stand for extended periods of time and walk up to 100 yards
- Lift, carry, move weights of up to 30 pounds and push, pull, and guide materials over 50 pounds
- Climb (e.g. ladders), stoop, kneel, and crouch on a regular basis
- Hand-eye coordination, hand and finger dexterity including ability to grasp and operate shop equipment, calibration instruments and dials
- Auditory ability to hear and discern operating levels from equipment
- Near and far visual acuity to read printed materials, notice moving objects, observe work-in-progress, and view production displays
- Speaking ability to carry on ordinary conversations