

Position title:	<i>Folk Arts Education Specialist</i>
Reports to:	<i>Executive Director</i>
Employment category:	<i>Full-time/12-Month/Salaried</i>
FLSA status:	<i>Exempt</i>
Salary	<i>Salary commensurate with experience Range: \$50,000 - \$65,000</i>

Position Summary

The FACTS Folk Arts Education Specialist works under the supervision of the Principal and in coordination with the Folk Arts Committee to sustain and strengthen folk arts education at FACTS.

Responsibilities

Priority areas of responsibility and tasks:

Coordinating folk arts residencies

- Recruitment, screening, training, contracting, clearance tracking, supervision of resident folk artists
- Informing and training folk artists about school policies, procedures, and compliance matters
- Observing, coaching, and evaluating teaching artists about how to effectively teach their folk art in a K-8 educational setting
- Planning with classroom host teachers and content coordinators (e.g. literacy, social studies)
- Facilitating healthy and productive collaborations between teaching artists and classroom teachers

Training classroom teachers in folk arts education

- Planning and conducting folk arts education PD sessions
- Targeted instruction with individual teachers
- Assisting Specials Teachers' (art, music, PE, and Mandarin) professional growth in doing and supporting folk arts education

Playing a lead role in the implementation and continuous improvement of the Ritual Calendar Events

- Working with the Specials Teachers to coordinate planning of and continuous improvement of ritual calendar events
- Engaging classroom teachers and staff in event planning committees
- Helping lead staff trainings on how to use ritual events to advance folk arts education
- Providing logistical supports necessary for ritual events
- Engaging folk artists and other community resource people, when needed, for ritual events

Evaluation/assessment/research

- Develop tools for use in assessing programs
- Develop methods of compiling, coding, analyzing student learning toward indicating impact of folk arts education on students
- Train and support folk artists in the implementation of ensemble video portfolios as a tool for learning, parent feedback, and assessment of progress

Grantwriting

- Prepare NEA, PCA, and other grants for folk arts education funding
- Manage the grants
- Tracking outcomes and deliverables
- Monitoring spending
- Documenting programs (photos, video, student work exemplars, etc)
- Preparing and submitting grant reports

Electronic and paper file management:

- Responsible for managing and maintaining the Google Drive (or other cloud storage platform) for the Folk Arts Education Program
- Ensuring that staff members can access electronic files needed to implement the folk arts education program
- Maintaining archives of past documents (curricular, assessment, and planning materials); student work samples; etc.
- Keeping current electronic files organized and maintaining the file saving protocols established by the school

Other:

- Attend Committee and Staff Meetings and school-wide PD Trainings
- Perform other duties of an adjunct nature, which are necessary to the smooth operation of the school

Other areas of responsibility and tasks:

The scope and scale of these responsibilities and tasks will be determined in consultation with and approval from the Principal and/or Executive Director. It is anticipated that the work of the Folk Arts Education Specialist will evolve over time as they become increasingly familiar with the school and their job responsibilities. It is the intention of the school to work with the Folk Arts Education Specialist to adapt the job responsibilities to their particular gifts and capacities as well as to create a job description that sets reasonable and realistic expectations. For example, the current Folk Arts Education Specialist worked with teachers and folk artists to present at national conferences, coordinated the creation of videos and other documentation of the program, created publishable curriculum guides, and supported curriculum mapping of folk arts education across subject areas.

Qualifications

- Solid understanding of FACTS school mission, culture, and core values
- Commitment to social justice education
- Demonstrated experience with implementing and teaching folk arts education content, methods and pedagogy
- Demonstrated teaching experience in a K-12 setting is preferred
- Genuine desire to work cooperatively with colleagues & the capacity to work effectively with diverse populations is required
- Strong coaching and training skills

- Grant writing and grant reporting experience and skills

Working conditions

The working conditions include:

- Very high levels of social interaction, with daily and consistent work with children, parents, teachers and administrators.
- Communicating with people face-to-face on a daily basis, as well as communication through phone, e-mail, letters, and memos.
- Working very near others, within a few feet or less, which may result in exposure to diseases and infections, such as colds and influenza.
- Exposure to loud sounds and high noise levels on a regular basis.
- Responsibility for the health and safety of the children in their school.
- Being placed in conflict situations where parents, students, and/or staff might become angry or unpleasant.
- Working as part of a team of administrators and educators.

Physical requirements

The Folk Arts Education Specialist is regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

Approved by:	Admin Team
Date approved:	3/20/2023
Reviewed:	