



# EL CAMINO REAL CHARTER HIGH SCHOOL

*A California Distinguished School*

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BRAD WRIGHT  
 Board Chair

DAVID HUSSEY  
 Executive Director

## JOB DESCRIPTION

<b>Job Title:</b>	Art Teaching Assistant
<b>Department:</b>	Visual Arts Performance Arts (VAPA)
<b>Reports To:</b>	Performing Arts Department Chair
<b>Salary Scale:</b>	Classified Salary Table
<b>Work Calendar:</b>	204 Days
<b>Location:</b>	El Camino Real Charter High School
<b>FLSA Status:</b>	Non-Exempt

### Job Duties, Responsibilities, Qualifications, and Requirements

<b>Job Summary</b>	The primary responsibility of the Art Teaching Assistant is to ensure the success of each student by supporting the teacher by maintaining classroom management; supervising and guiding students in the use of appropriate materials and techniques; storing and maintaining and preparing resources; and encouraging and facilitating effective use of the materials and space by students.
<b>Essential Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Demonstrate competency in visual arts mediums.</li> <li>• Help with the organization and set-up of displays for art shows and VAPA events.</li> <li>• Help with paperwork for events, field trips, ordering needs and other miscellaneous tasks.</li> <li>• Assist with providing individual and small-group instruction.</li> <li>• Assist in establishing and maintaining standards of student behavior.</li> <li>• Help maintain order in the classroom; monitors students to keep them on task.</li> <li>• Prepare and maintain instructional materials.</li> <li>• Assist the teacher with class prep, set-up, break-down, clean-up and other classroom-related errands as requested.</li> <li>• Engage in Community Outreach for Arts Events, Internships, Guest Speakers, College Collaborations and Scholarships.</li> <li>• Collaborate with Marketing Coordinator to help develop website for VAPA and create other marketing materials for the art department.</li> <li>• Assist the department teachers in performing specific duties as assigned or undertaking specialized tasks.</li> <li>• Work collaboratively with the Visual Arts teachers, students, and staff.</li> <li>• Other duties and responsibilities as assigned.</li> </ul>

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	<p><b>Qualifications Knowledge of:</b></p> <p>General knowledge of the practices used in art instruction; ability to deal effectively with students and teachers; skill in the use of classroom and instructional materials; ability to establish and maintain effective working relationships with teachers, students, and staff.</p> <p><b>Ability to:</b></p> <ul style="list-style-type: none"> <li>• Maintain a professional and positive demeanor while working with students, faculty, and staff, fostering a supportive and inclusive environment.</li> <li>• Must be able to multitask, be productive, focused, and flexible.</li> <li>• Create a positive and inclusive environment that reflects the values and mission of the school.</li> <li>• Flexibility and adaptability in accommodating the diverse needs of our school's Visual Art program.</li> </ul>
<p><b>Education and/or Experience</b></p>	<ul style="list-style-type: none"> <li>• High School diploma or equivalent</li> <li>• Undergrad Degree in Art or Education or related field preferred.</li> <li>• Experience working with High School Students preferred.</li> <li>• Minimum 1 year experience in art or assisting teachers.</li> <li>• Employment is contingent of the successful completion of a background check and TB clearance prior to starting.</li> </ul>
<p><b>Work Environment</b></p>	<p>The work environment characteristics described herein 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.</p> <ul style="list-style-type: none"> <li>• Work is performed primarily indoors and occasionally outside in seasonal climate and weather conditions.</li> <li>• Must be available to attend meetings, program events and activities at various locations.</li> <li>• May be required to work a varied schedule depending on scheduled events.</li> <li>• Moderate to loud noise levels</li> <li>• Regular contact with teachers, parents, students, staff, and community members</li> </ul>
<p><b>Physical Demands</b></p>	<p>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.</p> <ul style="list-style-type: none"> <li>• Must have hand and finger dexterity to operate various equipment.</li> <li>• Must have Visual and auditory acuity to maintain safety standards.</li> <li>• Must be able to sit and stand for sustained periods of time.</li> </ul>

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<b>Right to Revise</b>	<p>This job description is not meant to be all-inclusive, and additional duties and responsibilities may be assigned without prior written notice. The school reserves the right to revise this job description as necessary, without advance notice.</p> <p>The statements made herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, nothing herein shall be construed as a contract for employment.</p>
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