



Northern Kentucky Cooperative for Educational Services

Job Description

MEMO: The initial grant-funded project of the *Northern Kentucky Institute for Arts Education* was focused exclusively on professional learning. That project offered a summer workshop followed by continued learning throughout the school year. The new project, funded by a \$6.97 million grant awarded in October 2021, continues and expands professional learning and adds two more supports: Comprehensive Arts Planning and instructional videos/resources.

The new project continues professional learning in arts integration, and adds professional learning in arts education, with a focus on Universal Design for Learning. Summer workshops and the Visual & Performing Arts PLN continue, with an Arts-Based Teaching PLN added.

The new AIM program supports Comprehensive Arts Planning at 30 schools across the region, with stipends and over \$25,000 in funding for arts materials and experiences available to each school.

In collaboration with community partners, 32 new videos and accompanying materials will be produced each year to support arts instruction in our region.

An Arts Program Assistant will help support these new initiatives, providing new services and resources to our region.

POSITION TITLE: Arts Program Assistant

RESPONSIBLE TO: Arts Education Manager

QUALIFICATIONS/CERTIFICATION(S):

- High School Diploma minimum – Associate's/Bachelor's Degree preferred
- Three (3) years of administrative support / secretarial experience recommended
- Work experience in related field
- Strong interpersonal and communication skills (written and spoken)
- Self-starter, problem solver, and independent worker
- Ability to work as an effective team member
- Ability to adjust to change and varied work assignments
- Attention to detail and well organized
- Intermediate to advanced technological/computer skills (ability to learn other software programs)
- Such additional qualifications as the Executive Director and NKCES Board of Directors may find appropriate and acceptable

JOB GOAL: The Arts Program Assistant will provide strategic organization of projects, events and business-related tasks to assure all initiatives of the *Northern Kentucky Institute for Arts Education* operate effectively.

SPECIFIC DUTIES:

- Serve as administrative assistant to the Arts Education Manager. Plan, organize, and coordinate activities, relieving the manager of routine clerical duties to allow the manager to immerse in the regional work
- Manage paperwork, processes, and documentation for purchases and expenditures supporting the districts in the region
- Monitor purchases including supplies and materials for regional trainings, meetings, and events; inventory and reorder supplies when necessary
- Maintain program calendar for regional trainings, meetings, video shoots, and events
- Assist in planning, budgeting, and overseeing regional trainings, meetings, and events on- and off- site,

- including venue reservations, conference room set-up, and travel accommodations
- Manage teacher/participant registration and communication for regional trainings
- Record and organize regional data related to participants, events, and projects Create and proofread written communications as requested
- Design/Format regional digital resources and communications as requested
- Act as a liaison among districts, community arts partners, and NKCES departments
- Run miscellaneous errands

KNOWLEDGE AND ABILITY:

- Demonstrates excellent interpersonal skills and works well with a range of different individuals
- Exhibits ability to multitask on a regular basis
- Pays close attention to detail
- Proficient in the use of programs such as Word, Excel, and PowerPoint (or equivalents)
- Demonstrates familiarity with basic office equipment
- Exhibits friendly and professional demeanor, including phone etiquette

TERM OF EMPLOYMENT: Classified, Full time employment, 230 days

SALARY: Salary based experience in accordance with NKCES salary schedule Level 1 Admin Assistant.

EVALUATION: Annual evaluation in accordance with performance of job description and NKCES policies and procedures.

I am able to perform the essential functions of this job.

Signature: _____ Date: _____