

JOB INFORMATION

Effective Date	7/12/2023
Job Code:	3093
Job Title:	Program Coordinator I
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	P1 - Entry Professional
FLSA Name:	Exempt
EEO Code:	25-9099 Education, Training, and Library Workers, All Other
Job Function:	
Job Family:	
Job Summary	In support of the UHCL Art School for Children and Young Adults the Program Coordinator I will assist in supporting daily operations, supporting pre-service teachers, and demonstrating model teaching practices. The Program Coordinator I will assist the director in managing the program's schedule, material inventory, coordinating arrangements for special events and activities, and the development of art-based curriculum. Also, provide pre-service art education students with the support they need to develop curriculum, classroom management support, and further mentorship.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Degree in Fine Arts, Art Education, Arts Administration, or a related field.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Minimum one year of experience and working knowledge of arts advocacy through community-based art programs, teaching a variety of art making processes including traditional and digital media.	Required	
Less than 3 yrs	Three years of experience leading curriculum development and supporting new teachers.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	EC-12 Art Certification	Upon Hire	Required	
	GT Certification	Upon Hire	Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of art TEKS and national art standards.	Proficient
• Knowledge of art education principles and methods for curriculum and training design, teaching and instruction for individuals and groups.	Skilled
• Skills in art making processes especially drawing, painting, printmaking, and ceramics/sculpture.	Proficient
• Skills in Microsoft products especially TEAMS, Excel and PowerPoint.	Skilled
• Skills in Adobe suites to create promotional materials.	Basic
• Ability to mentor and guide pre-service teachers.	Proficient
• Ability to advocate for the importance of an arts education.	Skilled
• Ability to plan and organize program offerings.	Basic
• Ability to communicate with parents and community members.	Basic

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Coordinates and facilitates programming shared between the UHCL/ Pearland Campus and other off-site locations.	20%
• Develops and collaborates on online art-based TEKS curriculum in a variety of processes and subject matters via active documents and website.	20%
• Teaches art-based curriculum reflecting expertise, skill level, and interest.	15%
• Supports pre-service art education students through mentoring and demonstrating best teaching practices.	10%
• Designs promotional materials and resources for art school programming for social media and print.	10%
• Facilitates topical workshops during the school year, including but not limited to Girl Scout programming, art for students on the spectrum, and new initiatives.	10%
• Coordinates activities for special events and promotions.	5%
• Identifying new markets to promote the art school programming	5%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description
5%	To Pearland Campus as needed.