Monarch School Project
Arts Program Manager

Monarch School Overview
Monarch School Project nurtures resilience in unhoused youth and their families. We empower students to influence their own growth in the areas of academic success and social emotional learning and we reinforce the existing strength of families so that students can thrive in school and in life. Monarch School is a K-12 public school providing more than 300 students daily with a WASC-accredited education, mental health support, social engagement opportunities, college and career preparation as well as basic necessities. Monarch School is a public-private partnership between the San Diego County Office of Education and the nonprofit, Monarch School Project (MSP), a 501(3) corporation. For more information, please visit www.monarchschools.org.

Position Summary
The Arts Program Manager will manage, oversee and deliver therapeutic arts, in-school arts education, and after-school creative youth development (CYD). In this role, the Arts Program Manager is responsible for creating, overseeing, and sustaining K-12 arts programming that integrates creative skill-building, inquiry and expression with positive youth development principles, fueling student imagination and building critical social emotional skills.

Reporting Relationship
The Arts Program Manager reports directly to the Director of K-8 Engagement. The Arts Program Manager will work closely with the Monarch School Principal and all members of the Monarch School team to ensure all elements of this position effectively and efficiently serve the needs of the student body and school staff.

Supervisory Responsibilities
This position supervises a team of expressive arts specialists, contracted guest teaching artists, consultants and interns as needed.

Position Responsibilities and Responsibilities
This position entails approximately 50% administration and program oversight and 50% direct service to students through classes, individual and group work, and after-school programs.

- Serve as a role model to homeless and “at-risk” students by setting the highest standards of professional and personal conduct, honesty, integrity and ethical behavior and ensuring that “Kids Come First” at all times.
- Protect students’ rights, safety, health, privacy, welfare and best interests at all times. Serve as liaison with County JCCS VAPA Coordinator to ensure that all arts-related programs at Monarch are aware of each other, intentionally collaborating, and upholding high standards.
Support County classroom teachers to create and provide art education residencies for students.

- Work with K-8 Engagement Director, HS Engagement Director, Life Skills Director & Alumni Director to implement arts-based opportunities for K-12 students and alumni including teaching artist residencies, field trips, assemblies, community performances/exhibitions, unpaid and paid internships, and CYD activities/retreats.
- Support and create opportunities for Monarch students to exhibit their arts-based learning onsite and offsite through exhibitions and performances. Implement and lead Monarch Youth Arts Council – cultivating youth voice and shared power through the collaborative planning of arts opportunities.
- Partner with Behavioral Health and Student Support Team at Monarch to serve the social emotional needs of students in a cohesive way including monthly treatment team meetings, regular communication with counseling trainees & student advocates, etc.
- Collaborate with Parent Engagement Team to provide arts-based opportunities for families including field trips, weekly classes/groups, workshops in arts-based play with 0-5 and K-5, and arts programming for Family Dinners.
- Document and record program data and storytelling through database, photo/video library, individual case studies, and any required funding/grant documentation needed. Collaborate with SEL Leadership Team to track growth of students; create avenues to capture ongoing youth feedback for all programs that are built into data reporting.
- Oversee budgets for all programs, working closely with various staff to ensure proper spending and documentation of expenditures
- Actively participate in the San Diego CYD Network as possible – monthly network meetings, cohort meetings, hosting CYD events at Monarch, and share/learn best practices with CYD peers at other organizations.

Education and Experience

- A Bachelor’s degree from a four year college/university (major in education, social services or other related major) is required.
- At least two to four years prior experience working in the education field is preferred.

Preferred Skills

- Proficient using Microsoft Office applications (Word, Excel, Outlook and PowerPoint).

Certificates and Licenses

- A valid California Driver’s License

COVID-19

Monarch School Project employees must be fully vaccinated against COVID-19 and provide proof thereof, or receive an HR-approved medical or religious exemption. You are required to comply with the vaccination documentation requirements as soon as practicable and as a condition of employment. If you wish to be
considered for a medical or religious exemption, you are expected to request an exemption in writing by emailing HR@monarchschools.org as soon as possible.

**Work Environment**
The work environment characteristics described here 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. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

**Equal Opportunity Employment:**
Monarch School Project is committed to non-discriminatory hiring practices that are focused on equity and inclusion and that balance experience and education as qualifications. MSP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, genetics, national origin, protected veteran status, disability status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**Job Status and Compensation**
This is a full-time position, with pay starting at $26-$28/hr.

Benefits include PTO starting at three weeks per year, eight paid holidays, five weeks of paid school breaks per year, Medical, Dental, Vision, and Life insurances funded by Monarch, FSA with employer contribution, 401(k) with 100% match of up to 6% of salary, Employee Assistance Program (EAP), parking and transportation reimbursement, and a $2400 per year Education Supplement Benefit that can be used for tuition reimbursement, student loan reimbursement or 529 College Savings Plans.

**Application Process**
Interested candidates should email a resume, cover letter, and one letter of recommendation to HR@monarchschools.org with “Arts Program Manager” in the subject line. This position will remain open until filled.