



VISUAL AND  
PERFORMING  
ARTS

# Visual and Performing Arts (VAPA) Specialist

## Meeting Norms

1. Smile, we love seeing you!
2. Make sure you are on mute
3. Use the chat feature to type your questions

# Frequently Asked Questions

**Q1: What are the qualifications and expectations for this position?**

**A1:** *\*High School Diploma or Equivalent.*

*\*Minimum one (1) year experience/training in specialty.*

*\*Refer to job description*

**Q2: How will this position be advertised?**

**A2:** *The process will be conducted by the school site.*

**Q3: How does someone apply for the VAPA Specialist position?**

**A3:** *The school site will provide an on-line link to the candidate to submit their application. The school site will screen and confirm the minimum qualifications are met, prior to submitting a requisition to hire.*

**Q4: Can we hire more than one VAPA Specialist (multiple positions)?**

**A4:** *Yes, if you have the funding. Each position requires a separate requisition, and the total number of combined days cannot exceed 124 days.*

# Frequently Asked Questions (cont.)

**Q5: Can I share a VAPA Specialist with another school site?**

**A5:** *Yes. Both sites will need to submit a requisition, and the maximum number of days combined at multiple locations cannot exceed 124 days. Reminder: no employee should be working more than 8 hours daily.*

**Q6: Can I hire the same candidate for more than one VAPA Specialist position?**

**A6:** *Yes, but the VAPA Specialist can only work a maximum of 124 days, regardless of how many positions for which they are hired.*

**Q7: Does my VAPA Specialist have to work the full 124 days?**

**A7:** *No, however, the VAPA Specialist cannot exceed 124 workdays per school year.*

# Frequently Asked Questions (cont.)

**Q8: How many hours can the VAPA Specialist work per day?**

**A8:** *There are four available positions:*

- *VAPA Specialist 1: works 1 hour a day*
- *VAPA Specialist 2: works 2 hours a day*
- *VAPA Specialist 3: works 3 hours a day*
- *VAPA Specialist 5: works 5 hours a day [Elementary Only]*

**Q9: Does the VAPA Specialist have to work every day?**

**A9:** *No. The school determines the days worked, based on the needs of the program and can only work up to 124 days.*

**Q10: Can I carry over my VAPA Specialist to the next school year?**

**A10:** *No. The full hiring process will need to be repeated, as this is considered a temporary position that will terminate at the end of the assignment.*

# Frequently Asked Questions (cont.)

**Q11: What is the hourly rate of pay?**

**A11:** *The instructional hourly rate (currently \$57.72/hr.). For planning purposes, the impact on your budget should be calculated at \$59.98/hr. to include medicare, unemployment, and workers comp taxes.*

**Q12: Will a timesheet need to be submitted?**

**A12:** *No.*

**Q13: What statutory benefits does a VAPA Specialist qualify for?**

**A13:** *Sick time only.*

**Q14: Will I be receiving an evaluation form for the VAPA Specialist?**

**A14:** *No, however feedback is always important for an employee's growth.*

# Frequently Asked Questions (cont.)

**Q15: How will a VAPA Specialist report an absence?**

**A15:** *To the school site.*

**Q16: Will I get a substitute when my VAPA Specialist is absent?**

**A16:** *No.*

**Q17: Can a VAPA Specialist work without a credentialed staff member present?**

**A17:** *No.*

**Q18: Will a VAPA Specialist be assigned a District email?**

**A18:** *Yes, as long as the school site submits a security authorization form to technology.*

# Frequently Asked Questions (cont.)

**Q19: Which bargaining group does the VAPA Specialist belong to?**

**A19:** *As a temporary position, the VAPA Specialist is an at-will employee and is not covered by any bargaining group.*

**Q20: What percentage of my Prop 28 allocation can be spent on personnel?**

**A20:** *At least 80% of the school site's Prop 28 expended funds must be spent on personnel, which includes the VAPA Specialist.*

**Q21: Does the position require board approval?**

**A21:** *Yes.*

# Hiring Process

Date Received by HR \_\_\_\_\_

**Chino Valley Unified School District  
VISUAL AND PERFORMING ARTS SPECIALIST  
TEMPORARY REQUISITION**

School: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

VAPA Specialty: \_\_\_\_\_ (e.g. Dance, Cheer, Music, Band, Visual & Multi-Media Arts, etc.)

VAPA Position:  1hr./day  2hrs./day  3hrs./day Elementary Only:  5hrs./day  
\* The position selected determines the number of hours per day  
 Specific days worked are based on the needs of the program (e.g. M, T, W, TH, F, Sa, Su).

Requested Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ \*Total Workdays: \_\_\_\_\_  
\*Total workdays not to exceed 124 days/school year

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**FISCAL DATA**

Budget Number: \_\_\_\_\_

Estimated Budget Impact:  $\$59.98/\text{hr.} \times \text{Daily Hours} \times \text{Total Workdays}$  \$ \_\_\_\_\_  
(rate of pay \$57.72/hr. + medicare, unemployment, workers comp. taxes)

Recommended Employee: \_\_\_\_\_  
(Minimum of one (1) year experience in the targeted VAPA Specialty required)

Site Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**FISCAL DATA / VAPA PLAN VERIFIED**

Access & Equity, Director: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Superintendent, CIIS: \_\_\_\_\_ Date: \_\_\_\_\_  
Note: Must go to Divisional Head for approval before submitting to Human Resources

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**District Office Use Only**

Position Control: \_\_\_\_\_

Verification Confirmation:

Funding Approved:  Yes  No

Business Services Representative's Signature \_\_\_\_\_ Date: \_\_\_\_\_

DOJ Clearance (Date): \_\_\_\_\_ Hiring Prerequisites Complete (Date): \_\_\_\_\_

Human Resources Director: \_\_\_\_\_  Approved  Denied Date: \_\_\_\_\_

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**HR Classified Technician Use ONLY**

Board Approved Date: \_\_\_\_\_

Official Start Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Original - Human Resources      Copy - Payroll and Employee's Personnel File

- Advertise/Recruit for your position
- Provide an on-line application link to your preferred candidate
  - Minimum Qualification:
    - HS Diploma or Equivalent
    - One year experience/training in targeted specialty.
    - Screen for eligibility
- Submit a Temporary Requisition to Access & Equity, with your preferred candidate as the Recommended Employee
- Human Resources will communicate with you once the hiring prerequisites are complete and board approval date

# Next Steps

1. Review and update VAPA plans to meet the needs of your school and expenditures
2. Secondary only: Communicate with all VAPA staff to ensure parity of use of the funds
3. Expect from Human Resources:
  - a. A follow up email by October 4<sup>th</sup>, detailing the on-line application process, temporary requisition, and hiring process.

## Additional Zoom Trainings:

- Monday, September 30<sup>th</sup>, 1:00 p.m.
- Thursday, October 3<sup>rd</sup>, 1:00 p.m.

Please feel free to join again as questions arise.