

Humboldt County Office of Education

LEARNING SPECIALIST FOR READING, LITERACIES AND LIBRARY MEDIA
Certificated Management

Position Summary

Under the general direction of the Coordinator of Learning Support Services, the Learning Specialist for Reading, Literacies and Library Media shall provide expert consultation and specialized training to school district and county office personnel related to reading/language arts, 21st Century literacies, educational technology and library services. The Learning Specialist will provide leadership for the library and learning resources functions at HCOE including oversight of the subscriptions and circulating collections of learning materials. The Learning Specialist will also assume significant responsibility for assisting in overall program planning, supervision, and evaluation of various professional learning components within the department including assisting in the selection, scheduling, monitoring, and evaluation of personnel contracted to provide support services through the HCOE. Depending upon the need, the learning Specialist may also be required to write grants on behalf of the county office, conduct needs assessments, and/or plan, develop and assist in the implementation of new programs conducted by the county office or sponsored in partnership with other local school districts and other educational organizations.

Minimum Qualifications

1. Demonstrate competence in communicating effectively with professional staff and representatives of other agencies in written and oral form.
2. Possess at least 5 years of successful teaching/librarian experience. Experience at both elementary and secondary levels is highly desirable.
3. Possess specialized skills, specific experience and advanced training and/or certification within one or more core academic areas of the school curriculum, preferably reading or English/language arts.
4. Have a record of excellence in making small and large group presentations, including demonstration teaching skills and workshop/conference speaking.
5. Possess a California Library Media Services Credential or be willing to enroll in courses to obtain credential.
6. Possess a California Teachers of English Learners (CTEL) and/or Cross-cultural Language and Academic Development (CLAD) Certificate.
7. A California Administrative Services Credential is desirable.

Examples of Duties and Responsibilities

1. Serves as “research-based strategies expert” for instructional program planning, presenting, facilitating, collaborating, coaching, creating and curating resources within one or more areas of expertise based upon knowledge, experience and/or specialized training pertinent to reading, 21st Century literacies and libraries and including technologies integration skills.
2. Builds rapport and works in relationship with local district personnel and assists in assessing staff development needs.
3. Participates as a member of the Learning Specialists team(s) within the area(s) of expertise.
4. Designs, plans, and delivers staff development opportunities on-site and county-wide, both on an individual basis and as a member of a team, including demonstration teaching lessons.

5. Curates and contributes articles about reading, libraries, content standards, best practices in teaching and learning, educational technology and other resources for HCOE's Professional Learning Portal (my.hcoe.net).
6. Works in concert with districts on parent and community engagement efforts.
7. Manages the day-to-day operations of the HERC including weeding of collections and purchase selections in consultation with teams of Learning Specialists.
8. Schedules, monitors, and evaluates the effectiveness of HERC support staff as assigned.
9. Develops and administers a limited budget.
10. Assists in the planning, organizing and conducting of conferences, seminars and workshop series.
11. Assists in the liaison efforts between HCOE and other educational institutions, including school districts, College of the Redwoods, Humboldt State University and other county offices in the North Coast region.
12. Develops grant proposals and assists in supervising various special projects conducted by the department.
13. Serves as a member of Leadership Council.
14. Actively engages in an ongoing program of professional development to maintain and improve management skills and leadership abilities.
15. Recommends new procedures and changes in existing procedures governing the implementation and management of the department.
16. Performs other assigned duties.

Physical Requirements (*Consideration will be given to reasonable accommodation for the following physical requirements.*)

Sufficient vision to read printed materials; sufficient hearing to conduct in-person and telephone conversations; sufficient mobility to move about the county office and other sites as may be required; ability to speak in an understandable voice with sufficient volume to be heard in normal conversation distance, on the telephone, and to address groups of varying sizes; physical and emotional stamina to cope with sometimes stressful situations and conditions.

Additional Requirements

Individuals who serve as a Learning Specialist provide services in the office as well as in various sites throughout the county, sometimes serving multiple sites in a single workday and must be willing to travel. Public speaking skills, group problem solving and leadership ability, the ability to communicate effectively in writing, the capacity to maintain personal demeanor during periods of peak work flow and perform efficiently within restricted timeframes are critical factors for success in this position.

Individuals who serve as certificated or classified management personnel must be willing to modify days/hours and to work additional days/hours on occasion with appropriate compensation and be willing to travel using own transportation with mileage reimbursed, or county office fleet vehicle, as the job may require.