

**Humboldt County Office of Education**  
**LEARNING SPECIALIST FOR ARTS**  
**Certificated Management**



*Chris Hartley, Ed.D.*  
*Superintendent*

**Position Summary**

In the department of Learning Support Services, and under the direction of the Program Manager for the Arts, the Learning Specialist for Arts shall provide expert consultation and specialized training to school district and county office personnel related to the arts. The Learning Specialist will work in partnership with local artists and arts agencies, as well as other county offices and state arts organizations. The Learning Specialist will 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 of personnel contracted to provide arts 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 schools and county offices.

**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 experience, preferably at more than one grade level.
3. Possess specialized skills, specific experience and advanced training and/or certification within one or more core academic areas of the school curriculum.
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 Teachers of English Learners (CTEL) and/or Cross-cultural Language and Academic Development (CLAD) Certificate.
6. A California Administrative Services Credential is desirable, Master's Degree preferred.

**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 pertaining to the arts 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, county-wide, and regionally both on an individual basis and as a member of a team, including demonstration teaching lessons.
5. Curates and contributes articles about arts, standards, best practices in teaching and learning, educational technology and other resources for HCOE's Professional Learning Portal ([my.hcoe.net](http://my.hcoe.net)).
6. Works in concert with districts on parent and community engagement efforts.
7. Assists in the planning, organizing, and conducting of conferences, seminars and workshop series.
8. Assists in the liaison efforts between HCOE and individual artists and arts organizations locally, regionally and statewide.
9. Develops grant proposals and assists in supervising various special projects conducted by the department.

10. Actively engages in an ongoing program of professional development to maintain and improve management skills and leadership abilities.
11. Recommends new procedures and changes in existing procedures governing the implementation and management of the department.
12. 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.

CLASS 1