

VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: INSTRUCTIONAL SPECIALIST— ARTS

BASIC FUNCTION:

Under the direction of an assigned supervisor, assisting with designing, planning, and delivering art instructional lessons in alternative educational classrooms, mild/moderate and extensive support needs special education classrooms with the support of and in collaboration with the classroom teacher, paraeducators and other support staff. Lead engaging standards-aligned art lessons including visual and media arts, social-emotional learning and arts, dance and movement, music, and practical arts. Implement the adopted VCOE Strategic Arts Education Plan for VCOE Operated Schools and Programs. Collaborate with community agencies to diversify art experiences for students.

ESSENTIAL / REPRESENTATIVE DUTIES:

- Assist with designing, planning and implementing engaging standards-aligned arts programs tailored to the diverse abilities of special education and alternative education students based on adopted Strategic Arts Education Plan for VCOE Operated Schools and Programs.
- With the collaboration of the teacher of record, lead and facilitate group sessions in various artistic disciplines including standards-aligned visual and media arts, social-emotional learning and arts, dance and movement, music, and practical arts to foster creativity and self-expression.
- Collaborate with teachers, paraeducators, and support staff to integrate arts education into the adopted curriculum.
- Provide individualized support to students, with the collaboration of the teacher of record, assist with adapting activities to accommodate varying learning styles and activities in with collaboration with educational team members.
- Assist with creating and supporting a positive and inclusive learning environment that promotes the social and emotional well-being of students and follows students' behavior plans as outlined in IEPs.
- Assist teacher of record in monitoring students' progress in standards-aligned art instruction, adjusting instructional strategies as needed.
- Maintain an inventory of art materials, coordinate and manage art supplies, ensuring availability of necessary materials for each session.
- Organize and participate in school events and showcases to celebrate students' artistic achievements.
- Communicate with students using methods appropriate to students' communication preferences and skills including, but not limited to, spoken language, picture/symbol systems, technology, functional signs and ASL sign language.

- Stay informed about best practices in arts education for alternative and special education students and include relevant strategies into instructional approaches.
- Assure the health and safety of students by following health and safety practices and procedures; assist in maintaining a clean and orderly learning environment.
- Collaborate with various staff members, families, and community agencies, individually and in groups, e.g., regularly attending a variety of meetings, and/or training sessions.
- Provide input and feedback regarding Strategic Arts Education Plan for VCOE Operated Schools and Programs.
- Organize schedule to provide maximized student access to standard-aligned art lessons and activities.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of standards-aligned art instruction and use of accommodations for students based on educational and social-emotional needs.
- Child guidance principles and practices, Positive Behavior Supports, CHAMPS, Applied Behavior Analysis (ABA), Trauma Informed Care, relaxation training and frustration tolerance programs and Nonviolent Crisis Prevention Intervention (NCPI).
- Appropriate safety precautions and procedures for classroom, recreational activities, and field trips; Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills, including correct English usage, grammar, spelling, punctuation and vocabulary.
- Use and operation of a computer, iPads, video and other standard office equipment.

ABILITY TO:

- Learn about and provide for the general needs and behaviors of children with social-emotional and behavioral needs.
- Demonstrate and instruct less experienced staff through modeling, and/or shadowing techniques.
- Present educational materials, lessons, programs, and projects to students with varying degrees of educational needs.

- Communicate effectively both orally and in writing, e.g., understand and accurately follow oral and written instructions.
- Understand the appropriate use of email.
- Analyze situations accurately and adopt an effective course of action; meet schedules and timeline.
- Plan and organize work; and work independently with little direction.

EDUCATION AND EXPERIENCE:

High School Diploma or California High School Equivalent Certificate;

Two (2) years successful experience in a paid or volunteer position working with children with social-emotional and behavioral needs and students with special education needs, including the use of appropriate academic and behavioral strategies;

Associate degree or higher; preferably in art-related field;

SELPA-approved Nonviolent Crisis Prevention and Intervention (NCPI) Certification or eligible to complete course.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

DESIRABLE:

Bachelor's degree in art-related field.

Possession of a valid American Red Cross Standard First Aid certificate.

Possession of a valid American Red Cross Cardiopulmonary Resuscitation certificate.

Training in Trauma Informed Care.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this position, employees are regularly required to engage in a range of physical activities including bending, stooping, squatting, twisting, kneeling, climbing stairs, walking/running, sitting, and reaching to access materials or equipment. They must also be able to lift, push, and pull up to 40 pounds from various heights including ground, waist, chest, shoulder, and above shoulder level. The role may occasionally require movement across uneven surfaces and demands endurance for extended periods of standing, walking, or running. Employees must have the dexterity to grasp and manipulate small objects, the mobility to perform physical tasks, and the vision (corrected if necessary) to read small print and electronic materials. Effective communication skills are essential, including the ability to speak and hear clearly in person, over the phone, and via email. Additionally, employees must be capable of operating all required equipment necessary to perform their job functions.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

Work Environment

The work environment for this position is dynamic and fast-paced, often requiring employees to move across various areas of an indoor classroom and outdoor campus setting. Employees may be exposed to adverse weather conditions. The role may involve evening and weekend hours to support or attend events. Additionally, employees may encounter individuals who are hostile, disorderly, or physically aggressive, and must be prepared to manage potential confrontations in a calm and professional manner. These conditions reflect the typical demands and challenges associated with performing the essential functions of this role.

Hazard

Exposure to community members, students, parents, and personnel who may become disorderly.

SUPERINTENDENT POLICY NO. 4030

VCOE shall not unlawfully discriminate against or tolerate the harassment of employees or job applicants on the basis of their sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, pregnancy, physical or mental disability, medical condition, Vietnam era veteran status, or actual or perceived sexual orientation. Equal employment opportunity shall be provided to all employees and applicants. Physically or mentally disabled employees or applicants may request reasonable accommodation. All employees are expected to carry out their responsibilities in a manner that is free from discriminatory statements or conduct. Employees who permit or engage in discrimination or harassment may be subject to disciplinary action up to and including dismissal.