# Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 4/24/2024

## Specialist, Visual Arts

Pay Scale: B
Level: 16
FLSA Status: Exempt
Job Family: Administration
Primary Location: Administration Building

**Department Overview**
The Department of Teaching and Learning (DTL) is charged with the development and implementation of high-quality education to improve student learning. DTL provides leadership, support, direction, and resources in the areas of curriculum, instruction, and assessment to create a climate of success for all learners. The Department includes the following teams: Teaching and Learning; English Learner & Preschool Programs; and Professional Learning and School Support.

**Job Overview**
Under general supervision of the Visual and Performing Arts Supervisor, the position of Visual Arts Specialist works collaboratively with Division personnel in the organization, implementation and coordination of the Arts program in Loudoun County Public Schools. The Visual Art Specialist collaborates with the Visual and Performing Arts Supervisor to plan, develop, and implement the Art program in all Loudoun County Public Schools for K-12 programs.

**Roles and Responsibilities**
*The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:*

- Provides functional and technical assistance to teachers assigned to work in the Art program; assists the Visual and Performing Arts Supervisor and school-based administrators in the evaluation of the Arts program; collaborates with the Visual and Performing Arts Supervisor to develop, coordinate, revise and edit curriculum
- Determines needs specific to the LCPS Art Program and works to develop plans to meet those needs; works with the Visual and Performing Arts Supervisor to develop and administer the Art budget
- Attends appropriate State and professional organization sponsored conferences and conventions to keep abreast of current research in Art education
- Consults and works with central office personnel when appropriate to provide coordinated instructional support; maintains an inventory of equipment by school and schedules maintenance and replacement of Art equipment
- Responds to requests for information and materials from individual teachers, principals; collaborates with the Visual and Performing Arts Supervisor on the coordination of annual shows, exhibits and other Art events; works to coordinate the participation by students in local, regional, Sate, and National contests, competitions, and scholarship programs

**Qualifications**
*Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.*

**Education**
Master's Degree or a Postgraduate Professional Certificate with an endorsement in Art

**Experience**
Five (5) years successful teaching experience in art

**Licenses and Certifications**

**Knowledge, Skills and Abilities**
- Demonstrated leadership in the field of art
- Excellent leadership, management, communication, and interpersonal skills

**Physical Requirements**
*The following provides a brief description of physical requirements for this position:*

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

**Equal Opportunity Employment**
The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

**ADA Accommodations Disclosure**
Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without an accommodation.

**Remote Work Disclosure**
The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated

consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.