***Education Staff Specialist(s)***

**Appointed By:** Regional Education Director

**Accountable To:** Regional Education Director

**Term:** 1 year appointment

**INTENT:** These specialized educational areas are considered part of the overarching education and training necessary for a successful regional education program. Each Specialist is responsible for the development, execution, and delivery of regional educational and training programs and activities within her specialized area that meet the overall goals determined by the Regional Education Director and Education Resource Staff. The Specialist serves as a member of the Education Resource Staff.

These specialized educational areas may be combined or split into as many individuals as works best for the Regional Education Director and her Resource Staff. The Specialists may have one or more of the various ‘publics’ as their primary focus. As the Regional Education Director and Education Resource Staff meet together, the overall necessary educational components and Resource Staff designations will become clear dependent on Regional needs. Having several Specialists is the ideal. All will provide input and/or meet with Regional Education Resource Staff as requested by the Regional Education Director.

**Responsibilities:**

Education Resource Staff Specialists are identified as follows:

* Arranger Education Specialist (includes regional arranger programs and developing multi-level arranger skills)
* Chorus Director Liaison (see separate position description)
* Faculty Specialist (includes facilitating and tracking international funded faculty, music, and membership to chartered chapters)
* General Education Specialist (includes general membership curriculum at regional education events, as well as specialized training events, and attendee surveys following educational events.
* Quartet Education Specialist (includes serving as a CAL Quartet Liaison that facilitates quality control and education issues).
* YWIH Specialist (includes YWIH program development and training, and may include opportunities for quartet/chorus performance and/or competitions; also serves as the Regional YWIH Coordinator to the international organization.

**Each Resource Staff member is responsible for:**

* Maintaining comprehensive records and forwarding materials to her successor
* Training her successor
* Providing budget information to the Regional Education Director
* Contributing to, and implementing her assignments from the Long Range Strategic Plan
* Maintaining contact with other regional and International personnel as appropriate
* Appointing additional staff to assist with the implementation of responsibilities, after consulting with the appropriate Regional Director

**Position Expectations:**

* Strong organizational skills
* Strong verbal and written communication skills
* Ability to work independently and within groups
* Problem-solving and decision making skills
* Some experience working with educational needs of our members
* Ability to manage moderate stress in meeting deadlines and working with varying personalities
* Ability to attend regional events, some travel expected