

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
Office of the Personnel Commission

CLASS TITLE: INSTRUCTIONAL ART SPECIALIST

BASIC FUNCTION:

Under the direction of an elementary school Principal, operate an art lab and develop an art program for students, providing exposure to and training in a wide variety of media and techniques; present information to students regarding art concepts, history, appreciation, techniques and materials; provide assistance to students as necessary.

REPRESENTATIVE DUTIES:

1. Operate an art lab for elementary age students; prepare displays of students' work, bulletin boards, charts and displays for classroom, school and community exposure.
2. Present information and instruction to students concerning art techniques, history, appreciation, concepts and materials; provide training and assistance to students as they create art projects.
3. Prepare art lessons, projects and supplies, coordinating art projects with regular classroom curriculum as defined by classroom teachers; communicate with classroom teachers to assure relevance and appropriate grade level for children.
4. Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior.
5. Operate a variety of equipment used to complete art projects such as kiln, ~~pottery wheel~~, paper cutter, opaque projectors, tape recorder and oven; solicit and collect donations of art materials from parents and the community; requisition art materials and supplies according to approved procedures.
6. Perform a variety of clerical duties such as preparing instructional materials, and maintaining records and files.
7. Set up work areas, displays and exhibits, operating audio-visual equipment, operate equipment used for art projects and distribute and collect art supplies and materials.
8. Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
9. Confer, as needed, with teachers concerning programs and materials to meet student needs and coordinate schedules and projects.
10. Assure the health and safety of students by following all health and safety rules.
11. Direct group activities of students as assigned.

12. Participate in meetings and in-service training programs as assigned.
13. Perform other related duties as assigned.

#### KNOWLEDGES AND ABILITIES:

##### KNOWLEDGE OF:

Art techniques, history, appreciation, concepts, materials and equipment  
Child guidance principles and practices  
Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading  
Safety practices for art activities  
Correct English usage, grammar, spelling, punctuation and vocabulary  
Reading and writing communication skills  
Oral and written communications skills  
Interpersonal relations skills using tact, patience and courtesy  
Record-keeping techniques  
District organization, operations, policies and objectives  
Technical aspects of field of specialty

##### ABILITY TO:

Plan and organize sequential art experiences appropriate for elementary students  
Provide the fundamentals of art in a manner that assures successful experiences  
Communicate with staff to coordinate the art program with classroom lessons  
Perform clerical duties such as typing, spelling, duplicating and maintaining simple records  
Print and write legibly  
Make arithmetic calculations quickly and accurately  
Understand and follow oral and written directions  
Learn methods and procedures to be followed in assisting students in an art lab  
Instructional Art Specialist continued

Communicate effectively with children and adults  
Read, interpret and follow rules, regulations, policies and procedures  
Establish and maintain effective working relationships with others  
Work confidentially with discretion  
Communicate effectively both orally and in writing  
Understand the needs of students of a variety of ages and interests  
Operate art lab equipment, including a kiln  
Supervise and discipline students according to approved policies and procedures  
Operate instructional and office equipment  
Learn the procedures, functions and limitation of assigned duties  
Plan and organize work  
Meet schedules and timelines  
Work independently with little direction

##### EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, including or supplemented by courses in art technique, history and appreciation and at least two years of experience in successfully working with youth in a learning situation.

**WORKING CONDITIONS:**

Elementary classroom environment which includes standing, walking, sitting, stooping and bending; push, pull, lift or carry up to 50 lbs.; work on art projects which may involve repetitive twisting or pressure involving wrists or hands or working with arms above shoulder level; work directly with students requiring clear speaking; able to hear normal voice conversation; color vision, peripheral vision, depth perception and the ability to adjust focus; exposed to minor contagious illnesses (e.g. colds, flu); work independently with little guidance from supervisor.

**SALARY RANGE:** 42

**ADOPTED BY PERSONNEL COMMISSION:** July 18, 2001  
**ADOPTED BY BOARD OF EDUCATION:** August 27, 2001