



## Kalamazoo Regional Educational Service Agency Job Description

---

**Job Title:** Expert-in-Residence  
**Reports To:** Director of EFA  
**FLSA Status:** Non-Exempt  
**Prepared By:** Human Resources  
**Approved By:** N/A  
**Prepared Date:** 02/2015  
**Last Revised Date:** 02/2015

### **Summary:**

In collaboration with classroom educators, creates inquiry-based experiential workshops in the visual and performing fine arts including dance/creative movement, theatre/creative drama, music and art. Must have a strong understanding of the creative process and the ability to create and facilitate lessons in the fine arts that engage students in the exploration and awareness of all aspects of the creative process.

### **Essential Duties and Responsibilities:**

- Develop, coordinate, and implement age appropriate, inquiry-based, experiential lessons in the performing and/or visual arts with classroom teachers, arts partners and EFA staff
- Create and facilitate workshops that involve and engage students K-12 in various aspects of the creative process, such as creating, exhibiting/performing, and experiencing and responding to works of art
- Accompany teachers and students to museums, art galleries, performances, and special events relative to a unit of study
- Select and prepare teaching materials and workshop supplies utilized in a unit of study
- Maintain a current knowledge and understanding of artistic tools, techniques and skills as well as contextual information surrounding specific works of art under study through research, practice or other forms of investigation and professional development
- Attend and participate in organized meetings and professional development opportunities
- Carry out logistical/business obligations and meet deadlines such as submission of written lesson plans, evaluations, teaching schedules, online trainings and payroll notifications
- Regular and consistent attendance
- Other duties as assigned

*Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.*

### **Education and/or Experience:**

Bachelor's degree. Six months to one year related professional experience and/or training or an equivalent combination of education and experience. Prior teaching experience in the arts with students K-12 preferred.

**Certificates, License, Registration:**

Substitute teaching permit must be maintained.

**Other Skill & Abilities:**

Demonstrate knowledge and understanding as a working artist  
Effectively present information to groups and engage with audience  
Ability to facilitate a group dialogue and experience by using an inquiry based model  
Ability to work collaboratively with a team and facilitate group decision-making  
Exhibit strong self motivation and the ability to work independently without constant direct supervision  
Exhibit creative problem solving skills  
Ability to efficiently use computer and applicable software  
Ability to handle multiple tasks at one time  
Possess strong oral and written communication skills  
Possess strong organizational and time management skills  
Ability to work during school hours as well as occasional evenings  
Adaptable to frequent changes in the work environment  
Willingness and ability to travel to schools, museums, and performance spaces within Kalamazoo area  
Use equipment and materials properly  
Practice safe work habits

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Physical Demands:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate indicative of a classroom setting.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.