

## Faculty Specialist

**Appointed By:** Regional Education Director

**Accountable To:** Regional Education Director

**Term:** 1 year appointment

### Responsibilities

- In conjunction with the Regional Education Director, facilitates the application process for offering faculty positions to regional members
- Participates in the faculty selection process
- Compiles and maintains a faculty directory
- Facilitates and tracks faculty and/or other resource staff for internationally funded visits (administrative/musical/membership) to chartered chapters and maintains records of those visits
- Receives reports from faculty regarding those visits and shares these reports with the Regional Education Director
- Receives and compiles evaluation responses from chorus visits and presents a report to the Regional Executive Committee along with any suggestions for changes and/or improvements for visits or reporting
- Suggests any specific training needs for faculty and works with the Regional Education Director to plan for that education
- Keeps a record of each faculty member to include chapter visits and evaluation responses
- Ensures that regional faculty members teaching at regional weekends are evaluated by at least one regional leader/faculty member

### 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