

CPS ARTS LIAISONS

ROLE OVERVIEW

In every CPS school, an on-site **Arts Liaison** serves as an arts leader and champion who helps ensure successful implementation of key elements of the [CPS Arts Education Plan](#). The Arts Liaison:

- serves as the primary point of communication between their school, the Department of Arts Education, Ingenuity, and arts partners
- works to ensure that students, educators, and administrators in their school have access to high-quality arts opportunities and important information across all arts disciplines
- seeks actionable ways to expand and improve arts education and programming in their school and in the broader community

How do you and your school benefit from having an Arts Liaison?

Liaisons assist administrators with:

- Securing additional arts funding for the school through grants and other channels
- Forging connections with community arts organizations to develop lasting partnerships
- Completion of the annual Creative Schools Survey, which qualifies the school for \$1,000 in yearly Arts Essentials funding and access to Creative Schools grants
- Planning and development of high-quality, sustainable arts programming in the school and local community

Arts Liaisons are nominated for the position by their school principals.

PRIMARY DUTIES AND RESPONSIBILITIES

- Serve as the key on-site arts contact for school community members (including but not limited to administration, colleagues, students, and families), the CPS Department of Arts Education, arts organizations, and community partners
- Collaborate with school leadership on developing sustainable arts programming
- Grow leadership and advocacy skills at after-school Arts Liaison Leadership Development Sessions (4 sessions per year, 2 hours per session; clock hours offered)
- Make arts partnership connections at all after-school arts partner Summits (2 Summits per year, 3 hours per session; clock hours offered)
- Communicate and coordinate arts opportunities and resources to students, educators, and administrators in their school, including:
 - Arts programming within and beyond the school
 - Arts-related professional learning
 - Grants and other funding
 - Arts curriculum, instruction, and assessment resources

- Plan annual Arts Essentials spending with administrators and colleagues
- Gather and verify school arts data for the annual Creative Schools Survey

ADDITIONAL OPPORTUNITIES AND RESPONSIBILITIES (VOLUNTARY BASIS)

- With Department of Arts Education staff, co-plan and co-facilitate Arts Liaison Leadership Development sessions
- Propose sessions for the annual CPS Arts Education Conference
- Serve as a network resource for important arts information and guidance
- Convene as-needed Arts Liaison meetings in your network to discuss and problem-solve arts issues and/or co-plan network-wide events

QUALIFICATIONS

- Full-time or part-time arts teacher (preferred)
- Excellent in-person and digital communication skills
- Excellent organizational and time-management skills
- Strong interest in advocating for the arts at the school, community and/or district level
- Strong interest in growing professional leadership skills
- Some experience with group facilitation and/or leadership a plus
- Presentation and public speaking skills a plus

TO (RE)NOMINATE AN ARTS LIAISON

Principals must (re)nominatate an Arts Liaison every school year through the following process:

1. At the start of every school year, check this spreadsheet to see who is currently listed as your Arts Liaison: bit.ly/ArtsLiaisonContacts. If your Liaison information is accurate, you do not need to do anything else.
2. If your school's Liaison information is not accurate, please do the following:
 - a) Choose a nominee who meets the Arts Liaison qualifications. *If there are no arts teachers at your school, or no arts teacher meets the qualifications:* Please nominate a non-arts teacher or an administrator who can meet the expectations of the role.
 - b) Meet with your nominee to discuss the role expectations listed above.
 - c) Complete this brief nomination form: bit.ly/ArtsLiaisonNomination