

CPS ARTS LIAISON ROLE WITH EXAMPLES

ARTS LIAISON ROLE OVERVIEW

In every CPS school, an on-site Arts Liaison serves as an arts leader and advocate who:

- 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, administrators, and families have access to important arts-related information across all disciplines (visual art, music, theatre, dance, and media arts)
- seeks actionable ways to expand and improve arts education and programming in their school and in the broader community

Below are examples of each area of Liaison responsibility in action. **Asterisked (*) items are activities that the Department of Arts considers high priority for Liaisons.** Note that Liaisons do not have to engage in all of these activities. This document is meant to help Liaisons generate ideas for arts leadership and advocacy at their schools.

LIAISON RESPONSIBILITY	EXAMPLES OF THE RESPONSIBILITY IN ACTION
<p>Serve as the primary point of communication between the school, the Department of Arts Education, Ingenuity, and arts partners</p>	<ul style="list-style-type: none"> • Accurately gather and verify school arts data for the annual Creative Schools Survey* • Attend all Arts Liaison Leadership Development sessions (or send a representative in your place)* • Make administrators aware of all CPS and statewide arts policies, requirements, standards, and recommendations* • Make connections with potential arts partners for your school at Ingenuity's Summits and via artlookmap.com • Serve as a primary point of communication between arts partners, your administration, and other involved parties (e.g., other teachers) when planning and executing partnerships • Collect/store previous Creative Schools Survey and other school arts data to analyze and use when making a case for improvement/expansion of the arts at your school • Serve as an "archivist" or "historian" for your school by collecting and disseminating/storing/displaying arts-related documents (photographs, posters, programs, award certificates, etc) • Share success stories and photos / videos with the Department of Arts Education for the newsletter, website, and press opportunities

LIAISON RESPONSIBILITY	EXAMPLES OF THE RESPONSIBILITY IN ACTION
<p>Work to ensure that students, educators, administrators, and families have access to important arts-related information across all disciplines (visual art, music, theatre, dance, and media arts)</p>	<ul style="list-style-type: none"> ● Be aware of all arts programming and opportunities happening at your school, including arts partnerships* ● Subscribe to and read Department of Arts Education online forums (e.g., Google Groups), newsletters and emails so that you receive relevant arts-related information to pass along* ● Send regular communications about arts opportunities and resources to students, fellow teachers, administrators, and families, including (but not limited to): <ul style="list-style-type: none"> ○ Arts programming within the school (e.g., student performances and exhibits; after-school clubs) ○ Arts programming and opportunities beyond the school (e.g., summer camps, arts partner programs, scholarships, competitions, field trips, workshops) ○ Arts professional learning offered by the Department, Ingenuity, and other arts organizations ○ Arts grants your school might be eligible for ○ Arts curriculum, instruction, and assessment resources offered by the Department of Arts Education and external organizations (e.g., lesson and unit plans, Standards supports, research) ○ Sources for free or cheap arts materials ○ Local / national research or information that might impact the arts at your school ● Respond to student and teacher interests by soliciting feedback (via survey or other methods) about what kinds of arts opportunities they would like to see at your school ● Make yearly presentations to stakeholders (administrators, peers, LSC, families, etc) about the arts at your school ● Post to your school's social media accounts about arts events, programs, and classroom learning ● Make student work and arts learning visible by creating a "current events" board, hallway exhibits, videos, and other public displays

LIAISON RESPONSIBILITY	EXAMPLES OF THE RESPONSIBILITY IN ACTION
<p>Seek actionable ways to expand and improve arts education and programming in the school and in the broader community</p>	<ul style="list-style-type: none"> ● Help to plan annual Arts Essentials spending with administrators and colleagues, ensuring that it is utilized for arts and is allocated in areas of highest need* ● Help to supplement the school's arts budget by: <ul style="list-style-type: none"> ○ Applying for arts-related grants ○ Creating online fundraisers for the arts at your school via DonorsChoose, GoFundMe, or other platforms ○ Fundraising for the arts via other channels including families, your alderman, and local businesses/organizations ● Advocate for a focus on the arts in your school's CIWP (Continuous Improvement Work Plan) ● Help to organize arts PLCs (professional learning communities) in your school and/or across schools to improve instruction, curriculum, and assessment practices ● Regularly communicate with other arts teachers in the district at professional learning sessions, through Google Groups, and other channels to grow your arts knowledge and share resources and ideas ● Provide arts-related professional learning for your colleagues and/or in your community (e.g., artmaking workshops, arts integration techniques) ● Find and acquire free and cheap arts resources from organizations like CCRx, WasteShed, NAEIR, and others ● Find opportunities for students to participate in neighborhood or citywide arts events or programs ● Support and/or initiate arts integration efforts with other teachers in your school ● Create and/or promote after-school arts clubs and organizations ● Help find opportunities for students who indicate interest in pursuing the arts in college and/or career