ARTS IN EDUCATION

ROSTER OF TEACHING ARTISTS APPLICATION GUIDELINES

If you are a teaching artist who is not currently listed on the ArtsWA Roster of Teaching Artists, please use these guidelines to help you complete your application.

If you are currently listed on the ArtsWA Roster of Teaching Artists, please check the ArtsWA website at www.arts.wa.gov for information about roster updates and renewals.

Deadline to apply: June 17, 2013

CONTENTS

Introduction, Background, and General Information *ArtsWA, Arts in Education program; purpose and goals for this Roster*	**Pages 1-4**
Application Materials* *Explanation of required forms, lesson plan, narrative, etc.*	**Pages 4-6**
Evaluation Process *Timeline, eligibility, deadlines, evaluation criteria*	**Pages 7-8**
Application Preparation *Application assistance, application checklist, mailing instructions*	**Page 8-9**
Staff Contacts and General Information *Commissioners, staff contact info, accessibility/diversity policy*	**Page 9**

*** NOTE**: The **Application Form / Narrative Questions** and **Evaluation Form** are separate documents (in Microsoft Word format) downloadable from our website at: http://www.arts.wa.gov/arts-in-education/pages/teaching-artists

Washington State Arts Commission ♦ Arts in Education Program

711 Capitol Way S, Suite 600 ♦ P.O. Box 42675 ♦ Olympia, WA 98504-2675

360-586-2418 ♦ www.arts.wa.gov

INTRODUCTION

The Washington State Arts Commission (ArtsWA) is a state agency, established by the Legislature in 1961. The purpose of ArtsWA is to conserve and develop the state's artistic resources as essential to the social, educational, and economic growth of the State of Washington. Our mission is to serve as a catalyst for the arts, advancing the role of the arts in the lives of individuals and communities throughout the state.

Among the goals of our Strategic Plan for 2012-2016 is to "strengthen K-12 arts education as part of, and fundamental to, basic education." A key objective of the goal is to "support and develop the arts teaching workforce of classroom teachers, teaching artists, and arts education leaders."

We believe that learning in and through the arts helps all students, and we strive to improve opportunities in this area through grants and other programs. You can read more about our strategic priorities on our website, www.arts.wa.gov.

Background

The ArtsWA Arts in Education (AIE) Program currently funds two grant programs: the Community Consortium Grant and the First Step Grant. Both are designed to support ongoing, systemic arts education efforts that are aligned with state education standards. The grant programs are based on a model of community partnerships that engages schools, arts organizations, parents, and teaching artists. Read more in the grant guidelines, which are posted on our website at http://www.arts.wa.gov/grants/pages/arts-in-education-grants.

Our current Roster of Teaching Artists, established in 2007, focuses on listing highly qualified and experienced teaching artists who demonstrate skills and experience as K-12 educators, as well as artists.

Purpose and Goals

The primary purpose of the ArtsWA Roster of Teaching Artists is to identify and promote highly qualified and experienced teaching artists who have particular expertise working in K-12 public schools. The roster is intended as a resource for recipients of ArtsWA Community Consortium and First Step grants, as well as for any other school or community group seeking professional teaching artists to work with their students. Although we promote the roster to grantees and others, we do not guarantee that rostered teaching artists will be offered work.

The secondary purpose of the roster is to promote and support professional development for teaching artists. Teaching in and through the arts is a complex profession and a growing field—one in which more support and training is needed. ArtsWA plays a role in advancing the field of teaching artists by working to improve and expand arts learning experiences for K-12 students.

Benefits of being a rostered teaching artist

As a rostered teaching artists, you may expect the following benefits:

- **Promotion of your work as a teaching artist.** The roster is promoted online through the ArtsWA website. Beginning in 2013, this roster will also be promoted by the Seattle Office of Arts & Cultural Affairs. Each teaching artist has a separate webpage on the ArtsWA website, and teaching artists can refer to this web presence as a way to promote their work and their designation as an ArtsWA-rostered teaching artist. Additionally, ArtsWA promotes the roster statewide and

encourages its use by our arts education partners. ArtsWA staff develops the individual artist webpage content based on the teaching artist's application materials. View current roster pages here: http://www.arts.wa.gov/arts-in-education/pages/teaching-artists

- **Access to professional networking and resources.** AIE program staff support rostered teaching artists by informing them about a variety of arts education resources and opportunities, including national trends and research, local workshops and trainings, and various professional development opportunities. Rostered teaching artists are eligible to apply for matching funds to attend relevant conferences or trainings through the ArtsWA Professional Development Support program. Only individuals associated with the ArtsWA Arts in Education programs are eligible.
- **Increased connections with ArtsWA grantees**. Recipients of First Step and Community Consortium grants are strongly encouraged to hire rostered teaching artists. When other requests or opportunities for teaching artists come to ArtsWA, we recommend our rostered teaching artists.

GENERAL INFORMATION

What is a teaching artist?

Teaching artists are professional artists who are dedicated to arts education as an integral part of their professional practice and who have cultivated skills as educators in concert with their skills as artists. While the term "teaching artist" has been in existence for several decades, its widespread use is relatively recent. Within this growing field, there are many areas of specialty, just as there are many settings for arts learning. Teaching artists may work in and for schools, youth arts programs, community centers, and professional arts organizations. They may work within their own discipline only, or they may use their discipline as an entry point for learning about non-arts topics. In addition to their skills as artists and educators, teaching artists must also possess business-related skills so that they can successfully plan, communicate, and collaborate with the various teachers and institutions with whom they work.

The ArtsWA Roster of Teaching Artists lists only those teaching artists who are well-suited for work in K-12 public schools. Their skills and knowledge as educators includes the ability to develop and implement arts lessons with clearly articulated learning objectives and assessment strategies. Please review the evaluation criteria on page 7 to learn more about the specific skills and experience we are looking for on this roster.

What is the role of ArtsWA in regard to arts education and teaching artists?

Our Arts in Education programs serve K-12 public schools and support arts learning opportunities that align with the arts education goals and frameworks developed by the Office of Superintendent of Public Instruction (OSPI). Our Roster of Teaching Artists is intended as a resource listing of teaching artists who complement this goal through their expertise with K-12 students, their experience working as a teaching artist in K-12 public schools, and their abilities to link their art form with Essential Academic Learning Requirements (EALRs) in the Arts and in other subject areas.

The roster is accessible online. Anyone seeking a highly qualified and experienced teaching artist can use this roster to inform their search. While we focus on K-12 classrooms, many of our rostered teaching artists are also well-suited for work in other settings and with other populations.

Where can I find information about the Washington State education standards in the arts?

Information about arts EALRs and Grade Level Expectations (GLEs) are available on the OSPI website: http://www.k12.wa.us/arts.

What kind of work will rostered teaching artists do?

Although we have no specific outline for the type or scope of work that rostered teaching artists may be hired to accomplish, there are general principles and goals that apply to the work ArtsWA expects from teaching artists. We expect teaching artists to:

- Provide participatory arts learning opportunities for K-12 students.
- Make connections between their work in the arts and state-mandated arts learning goals.
- Communicate clearly about arts learning goals.
- Collaborate with classroom teachers in lesson development and delivery.
- Collaborate with arts education committees, community groups, and similar entities, as appropriate.
- Work with teachers (professional development) as well as students (hands-on, participatory lessons).
- Support efforts to integrate arts learning with other subject areas, as appropriate.
- Support a school's ability to continue arts education programs in the absence of a teaching artist by sharing skills, techniques, and curricula with school faculty and staff.

Contracts may include short-term and long-term residencies, working with single or multiple grade levels. ArtsWA expects the school or community organization and the teaching artist to discuss the needs of their student population and their teachers and to develop an appropriate approach based on these discussions. We also expect rostered teaching artists and the schools or organizations who hire them to negotiate fees for teaching time and planning or meeting time. There is no official rate of pay for rostered teaching artists, as appropriate rates will vary in different parts of the state, for different types of projects, and based on the level of expertise of the individual teaching artist. Our recommendations are that the range for highly experienced and qualified teaching artists might be an average of $40 to $60 per hour, that the minimum for any rostered teaching artist should be $30 per hour, and that while some outside planning and preparation time is assumed within these hourly rates, additional compensation for required meetings and extensive planning time should be considered.

Who is eligible to apply for the roster?

Artists who are residents of Washington State, or who are residents of Oregon or Idaho and live within 60 miles of a Washington State public school, may apply. Applicants must be at least 18 years old. There is no specific eligibility requirement for numbers of years of experience; however, the roster is designed to promote individuals who demonstrate significant experience and success as a teaching artist in K-12 public school settings.

What are the requirements of being on the roster?

Annual updates and renewal applications. Teaching artists accepted to the roster are approved for a 3-year period, with years 2 and 3 contingent on the submission of an annual update. The update includes a short informational form, a current résumé, and evidence of participation in one professional development activity (see below). The purpose of the update process is to verify that rostered teaching artists are remaining active in the field. The update materials are reviewed by staff only. After 3 years on the roster,

teaching artists must re-apply to remain on the roster. An advisory panel reviews all new and renewal applications, after which the Board of Commissioners approves the panel's recommendtions.

Professional development. As part of the annual update process for rostered teaching artists, we require that teaching artists participate in at least one professional development activity per year. This may include any of the following:

- Attend a training or workshop specifically for teaching artists.
- Attend a conference related to arts education or to your artistic discipline.
- Take classes to improve or expand your practice as an individual artist.
- Observe or assist another professional teaching artist.
- Participate in any other professional experience that improves your work as a teaching artist.

What are the circumstances for removal from the roster?

We can remove a teaching artist from the roster at any time for actions or behavior that could be detrimental to students, teachers, the community, and/or the ArtsWA Arts in Education program. This includes the following actions:

- Inappropriate behavior or language in school settings.
- Behavior that violates school rules.
- Lack of responsible follow-through on terms of teaching contracts.
- Unlawful activities.
- Other unprofessional conduct.

A teaching artist may also be removed from the roster if he or she does not submit renewal or reapplication materials by stated deadlines, or if she or he fails to respond to ArtsWA staff requests for information in a timely and accurate manner.

APPLICATION MATERIALS

There are seven components of the Roster of Teaching Artists application. The information below describes these components; the Application Form / Narrative Questions and Evaluation Form are separate Word documents that may be downloaded from our website at www.arts.wa.gov/arts-in-education/pages/teaching-artists.

1. Application form

Page 1*:* Provide contact information and other basic details, a short biographical statement, and the description of your work sample. The biographical statement should offer a quick introduction to who you are as an artist/teaching artist and might include a brief summary of your professional/educational background (similar to what might appear in a program for a performance or exhibition).

Page 2: Complete the chart to provide an overview of your experience and expertise.

Page 3: List references on the form provided. Please note that these pages are designed as fill-in forms, to be completed on a computer, and may not be reformatted. When all elements of your application are complete, be sure to sign the first page before making copies of your application packet.

2. Narrative questions

The narrative questions are listed on the fourth page of the application form. These questions present an opportunity to express your personal approach and your expertise. You may use up to four pages to respond to these questions. (See formatting instructions below.)

3. Sample lesson plan

Attach a sample lesson plan that is no more than three pages long and includes the following elements:

- Lesson title
- Arts learning objectives
- Assessment criteria and assessment strategies
- Activities / instructional strategies
- Connections to Essential Academic Learning Requirements (EALRs) in the arts
- Logistical details and requirements—grade level(s), time frame, materials, space, and similar details

Your lesson plan may also include EALRs in other subject areas, lists of vocabulary/skills/concepts to be addressed, and other related lesson planning elements, as appropriate. Your lesson plan should make clear the arts learning goals—what you want students to know and be able to do by the end of the lesson—as well as how you will assess these learning goals. If possible, submit a lesson plan that aligns with the work assessed in your evaluation form.

4. Résumé(s)

Attach up to two résumés that address your training and experience as both an individual artist and a teaching artist. You may submit two separate résumés or one résumé that addresses both areas. Résumés should be one to two pages long and include the dates for your artist and teaching artist work experience.

5. Evaluation form

The evaluation form provides the advisory panel with another perspective on your work. The form should be completed by a certified K-12 teacher at a Washington State public school, and the teacher should base his or her comments on a workshop or residency conducted in their classroom within the last school year. The form should be filled out electronically; you may email it to the teacher, or direct them to download it from the ArtsWA website. Ask the teacher to send the completed form directly to ArtsWA by the application deadline. The evaluation must be sent on time in order for your application to be considered complete. Be sure to give the teacher enough notice to complete this form thoughtfully.

6. Work sample(s)

A work sample that demonstrates your abilities and achievements as an individual artist is required. (If your current, primary artistic work is as a teaching artist, this can be the focus of your required work sample.) *Optional*: an additional work sample to demonstrate your work as a teaching artist in a K-12 classroom.

Work samples will be accepted in the following formats:

- DVDs — 3- to 5-minute segment; note selected track(s)
- Audio CDs— 3- to 5-minute segment; note selected track(s)
- Digital images on CDs/DVDs—up to 10 images
- Printed copies of literary work—up to 10 pages

- Online audio, video, or slideshow work sample. Submit a separate sheet of paper titled "Work Sample," describing the work sample and providing the web address. Include instructions for the panel to view the material, such as which tracks should be played or at what time-marker in the video the viewing should begin.

Work sample tips:

- Performing artists are strongly encouraged to submit video rather than still photos.
- Do not submit original manuscripts or artwork.
- If you are submitting literary samples, please include five copies. All other work samples require just one copy.
- Work samples should ideally show current or recent work, although allowances will be made in cases where artists' primary current work is more about teaching than performing or exhibiting.
- The panel will generally review work samples for no more than 5 minutes per application; be sure to indicate clearly which section of the sample should be seen.
- Clearly label all work samples with the name of the artist, the title of the work, the date of recording or date of work, and, if applicable, the specific role of the artist within the piece.
- In the box labeled "Work Sample Description" on page 1 of the application form, please provide the title and date of the work and one or two sentences of additional description for the panelists, such as materials used, or context or purpose of the work, etc. If the work sample demonstrates a collaborative effort, please be clear about your personal contributions to the work.

These tips are guidelines only. The goal of the work sample is to demonstrate to the panelists a high level of artistry and quality. If you have any questions about work sample content or format, please call the AIE Program Manager. (Contact information is below.)

Work sample returns. Work samples are returned only if a self-addressed, postage-paid mailer is included with your application materials. The return postage and size of return mailer must be correct or the work sample cannot be returned.

7. Supplemental material (optional)

You may submit one or two additional documents, with a combined total of no more than two pages, to support your application. Examples include:

- Letter of recommendation from a K-12 teacher or an education director at an arts organization.
- Newspaper or other media review of your work (as an artist or a teaching artist).
- Documentation of student work (a program from an event; written assessments; etc.).

Please do not submit more than two pages of supplemental material; additional pages will not be forwarded to panelists.

Application packet formatting and preparation

All completed forms and narrative must be typewritten and submitted on white paper with dimensions of 8½ inches by 11 inches. The application form may not be reformatted. On the other pages of the application (narrative responses, résumés, supplemental material) please use a standard, easy-to-read font in 11 pt. or larger, and leave a 1-inch margin on all sides of the page. Please include your name at the top or bottom of each page, and do not exceed the number of pages allowed for each section.

EVALUATION PROCESS

Timeline

Applications must be postmarked by the United States Postal Service (USPS) or delivery service by June 17, 2013. Applications may also be hand-delivered to the ArtsWA offices, and must be received no later than 5 pm on June 17, 2013. An advisory panel will review applications in July 2013; the panel's recommendations will be presented to ArtsWA Commissioners for approval in August 2013. All applicants will receive status notification by September 2013.

Eligibility criteria

To be eligible for consideration, all applicants to the Roster of Teaching Artists must meet the following criteria:

- Applications must be submitted on time. Applications must be postmarked by June 17, 2013. Otherwise, they will not be eligible for consideration.
- Applications must be complete. All of the elements described in the guidelines and listed in the application checklist on page 8 must be included in the application packet. (Evaluation Forms should arrive separately at ArtsWA, but must also be postmarked on time, or the application will be considered incomplete.)
- Handwritten applications, or applications with re-formatted forms, will not be accepted.

Staff, panel, and Board review

ArtsWA staff use the eligibility criteria to confirm application eligibility. Eligible applications are forwarded to an advisory panel of experts in the arts and arts education programming, including ArtsWA staff. Applications are reviewed in detail by each panelist individually and by the panel as a group, by using the evaluation criteria listed below. In some cases, the applicant and/or the applicant's references may be contacted for additional information or follow-up questions. Panel recommendations are forwarded to the Board of the Washington State Arts Commission for approval.

Evaluation criteria

Panelists' evaluation of roster applications are based on the following criteria:

- Artistic Excellence & Experience
    - Level of quality/mastery (such as skill, technique, innovation, purpose) in one or more artistic disciplines, as shown in written responses and in work sample
    - Experience as an individual artist
    - Artistic training, both completed and ongoing
- Teaching Excellence & Experience
    - Experience and skills working as a teaching artist with students in K-12 public schools
    - Education training / teaching artist training, both completed and ongoing
    - Ability to develop a complete and comprehensive lesson plan
    - Understanding of how to apply Arts Essential Academic Learning Requirements
    - Effective teaching strategies to engage students in the creative process and in experiential learning
    - Ability to articulate clear arts learning objectives and to assess learning in the arts
    - Ability to effectively integrate arts with other subject areas (optional)
- Communication & Organizational Skills / Other Application Criteria

- Clear and informative narrative responses
- Understanding of the impact of working with K-12 students in public schools
- Ability to communicate effectively with both students and teachers
- Overall quality and completeness of application, including appropriate references
- Unique skills, abilities, or qualities not addressed above

COMPLETING YOUR APPLICATION

Application Checklist

Submit FIVE sets of the following application materials, assembled in the following order:

- ☐ **Application Form:** cover page (signed), experience/expertise chart, and references
- ☐ **Lesson Plan** (3 pages max.)
- ☐ **Narrative Responses** (4 pages max.)
- ☐ **Resume(s)** (one or two résumés, each résumé 2 pages max.)
- ☐ **Supplemental Material** (optional; 2 pages max.)

Each of the five sets of application materials should be held together with a paper clip or binder clip, or separated by sheets of colored paper – please do not use staples, three-ring notebooks, plastic covers, file folders, or other forms of binding.

Submit ONE set of the following application materials:

- ☐ **Work Sample(s)** *(optional: include postage-paid, self-addressed mailer for work sample returns)*

Submit ONE form to be sent separately by a classroom teacher:

- ☐ **Evaluation Form**

Application assistance

The Arts in Education Program Manager is available to answer questions about these guidelines and provide assistance regarding the application process. Contact Lisa Jaret at 360-586-2418 or lisa.jaret@arts.wa.gov. If you have extensive questions, or would like to have a draft of your application reviewed before you submit it, please plan to schedule an appointment well before the application deadline.

Application deadline & delivery instructions

Applications must be postmarked by the United States Postal Service (USPS) or delivery service by June 17, 2013. Metered mail is not accepted; applications sent through the regular mail service must have a USPS postmark. Applications are not accepted by email or fax.

Mail application packets to:

Arts in Education Program
Washington State Arts Commission
PO Box 42675
Olympia, WA 98504-2675

Applications may also be hand-delivered to the ArtsWA offices and must be received no later than 5 pm on June 17, 2013. The street address, for in-person delivery, is 711 Capitol Way S, Suite 600, in Olympia.

ARTSWA CONTACTS AND INFORMATION

Arts in Education staff

Lisa Jaret, Program Manager: lisa.jaret@arts.wa.gov or 360-586-2418
Christel Ratliff, Program Coordinator: christel.ratliff@arts.wa.gov or 360-586-0026
For additional staff listings, go to www.arts.wa.gov/about-us/who-we-are

Commissioners

ArtsWA is governed by a Board of Commissioners composed of 19 governor-appointed Washington State residents and four legislative members, appointed by their respective caucuses. For a list of current commissioners and their biographical information, go to www.arts.wa.gov/about-us/who-we-are.

Accessibility, diversity, and nondiscrimination

ArtsWA complies with all local, state, and federal laws and regulations concerning civil and human rights. For further information regarding ArtsWA's policies on Accessibility, Diversity, and Nondiscrimination, please go to www.artswa.org/about-us/pages/policies#accessibility.

The Washington State Arts Commission's Arts in Education Program is funded by the Washington State Legislature and the National Endowment for the Arts. These guidelines were published by the Washington State Arts Commission, April 2013. Every effort has been made to publish accurate and timely information.