

AMANDA KOONLABA

Working with Teaching Artists

SESSION TWO

BEFORE

CONTRACT OR MEMORANDUM OF UNDERSTANDING

- ☐ Budget, how will the artist be paid, when will the artist be paid
- ☐ Expectations of the school, expectations of the artist
- ☐ Don't forget signatures and dates

LESSON PLAN

- ☐ Address aligned standards
- ☐ Include vocabulary that will be taught

PREPARATION

- ☐ Ensure the room is ready
- ☐ Acquire any resources or materials the teaching artist will need

DURING

STAFFING

- ☐ Ensure enough knowledgeable staff will be on hand to assist

INVITE VISITORS

- ☐ Principals
- ☐ Instructional coaches
- ☐ Teachers from other grade levels
- ☐ Extra curricular teachers
- ☐ Parents

MAKE THE TEACHING ARTIST COMFORTABLE

- ☐ Provide water
- ☐ Ensure enough break time for restroom use
- ☐ Snacks, lunch, etc. (don't forget to ask about dietary needs)

AFTER

EXTEND THE LEARNING

- ☐ Plan time for teachers to reflect
- ☐ Plan time for students to reflect
- ☐ Writing opportunities
- ☐ Sharing the experience with others

FOLLOW UP PAPERWORK

- ☐ Evaluations
- ☐ Work with finance departments to ensure artist is paid



**ASSOCIATION OF
FLORIDA TEACHING
ARTISTS**

[VISIT SITE](#)

**KENNEDY CENTER TEACHING
ARTISTS**

[VISIT SITE](#)

**RHODE ISLAND
TEACHING ARTIST
CENTER**

[VISIT SITE](#)

**ASSOCIATION OF
TEACHING ARTISTS**

[VISIT SITE](#)

**LONG ISLAND
TEACHING ARTISTS**

[VISIT SITE](#)

**SEATTLE TEACHING ARTIST
NETWORK**

[VISIT SITE](#)

**NEW ENGLAND CONSORTIUM
OF ARTIST EDUCATOR
PROFESSIONALS**

[VISIT SITE](#)

**GEORGIA TEACHING
ARTIST REGISTRY**

[VISIT SITE](#)

**TEACHING ARTIST SUPPORT
COLLABORATIVE OF
CALIFORNIA**

[VISIT SITE](#)

**CHICAGO
ARTISTS
RESOURCE**

[VISIT SITE](#)

**MISSISSIPPI
TEACHING ARTIST
ROSTER**

[VISIT SITE](#)

**TEACHING
ARTISTS OF NEW
YORK CITY**

[VISIT SITE](#)

**UNITED
ARTISTS OF
UTAH**

[VISIT SITE](#)

**ADDITIONAL
READING**

**THE POWER OF A
TEACHING ARTIST**

**THE ULTIMATE ARTIST IN
RESIDENCE RESOURCE**

