

Teaching Artist
Cathedral Arts Project, Inc.
Position Description 2017-2018

Reporting Structure

Position reports to the Director of Programs.

System of Compensation

Position is part-time with hourly compensation, with 2-4 hours per week required for each class of students.

Overview

The Teaching Artist is responsible for standards-based instruction of a visual or performing arts class. A four-year degree in education or the arts is preferred. Experience teaching in a classroom setting is preferred. Must pass an official Level 2 background check as outlined by Florida state law.

Essential Responsibilities

- Draft and implement curriculum as approved by CAP staff for the entire length of CAP's academic year.
- Utilize classroom management strategies best suited for your artistic discipline to supervise no more than 30 students.
- Arrange and participate in on-site recruitment of students at the program site.
- Ensure enrollment forms are distributed, collected and returned to CAP for all participating students.
- Perform pre- and post- assessments and facilitate end-of-the-year surveys for each student.
- Maintain open and frequent communication with families of students, as well as school administration.
- Complete monthly reporting on class data and activities. Complete annual teaching artist surveys.
- Prepare students for the annual Visual Arts or Performing Arts Showcase.
- Monitor and stay within allocated budget for classroom and showcase supplies.
- Work with CAP staff to facilitate opportunities for CAP students to perform and/or exhibit their artwork at the program site and in the community during the academic year.
- Assist with field trips and guest artist visits as needed.
- Attend all meetings of CAP teaching artists as requested.

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- Carry out other duties as requested by the Chief Program Officer and Director of Programs in support of other strategic goals.

Performance Appraisals

First year teaching artists will have semi-annual performance appraisals and returning teaching artists will have annual appraisals. Site visit observations, along with interviews with the site director or principal, will be used to evaluate the teaching artist in the following areas: overall performance characteristics and competencies; attendance, planning and preparation; class management and student rapport; creativity and innovation in art form; student participation and understanding; and communication and rapport with school and site officials.

If interested, please send resume to kristin@capkids.org