

Roster of Teaching Artists

2012 APPLICATION GUIDELINES

APPLICATION DEADLINE: June 11, 2012

These application guidelines are for teaching artists who are not listed on the Washington State Art Commission's current Roster of Teaching Artists. Teaching artists who are already on the roster should look for update and renewal information on our website, www.arts.wa.gov.

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* The **Application Form / Narrative Questions** and **Evaluation Form** are separate word documents, downloadable at <http://www.arts.wa.gov/education/roster-guidelines.shtml>



Introduction to WSAC and the Arts in Education Program

The Washington State Arts Commission (WSAC) is a state agency, established by the Legislature in 1961. WSAC's purpose is to conserve and develop the state's artistic resources as essential to the social, educational, and economic growth of the State of Washington.

Two key goals in WSAC's Strategic Plan for 2009-2013 are directly relevant to this roster:

- *Support high quality and effective arts education programs for all K-12 students across the state through community-based arts learning partnerships.*
- *Develop the arts teaching workforce of classroom teachers and teaching artists.*

WSAC believes that learning in and through the arts helps all students, and we strive to improve opportunities in this area through grants and other programs. For additional information on WSAC's strategic priorities, you may download the complete strategic plan at www.arts.wa.gov.

Current Grant Programs

The Arts in Education (AIE) Program currently funds two grant programs: the Community Consortium Grant and the First Step Grant. Both of these grant programs are designed to support ongoing, systemic arts education efforts that are aligned with state education standards. The programs are based on a model of community partnerships involving schools, arts organizations, parents, and teaching artists. For more information, guidelines for both grant programs are available at www.arts.wa.gov.

Some time ago, WSAC supported a program called the "Artist-in-Residence Grant," which provided funding to schools for a residency program led by a rostered artist. This program was discontinued in 2005 due to changes in budget and staff resources, and because we decided to focus on long-term, community-supported arts education programs, rather than short-term, stand-alone residencies.

The current Roster of Teaching Artists, which was established in 2007, represents the evolution of WSAC's Arts in Education focus. This roster focuses on listing highly qualified and experienced teaching artists who demonstrate skills and experience as K-12 educators, as well as artists.

The Roster of Teaching Artists

The primary purpose of WSAC's 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 WSAC's Community Consortium and First Step grants, as well as any other school or community group seeking professional teaching artists to work with their student population. While WSAC will promote the roster to grantees and others, there is no guarantee of work associated with this resource listing.

The roster has a secondary purpose of promoting and supporting professional development for teaching artists. Teaching in and through the arts is a complex profession and a growing field – and more support and training is needed. WSAC is playing a role in advancing the field of teaching artists, with the ultimate goal of improving and expanding arts learning experiences for K-12 students.

What are the benefits of being approved for the Roster of Teaching Artists?

- **Promotion of your work as a teaching artist.** The roster is promoted online through WSAC's website. Beginning in 2012, this roster will also be promoted by the Seattle Office of Arts & Cultural Affairs. Each teaching artist has a separate webpage on the WSAC website, and teaching artists can refer to this web presence as a way to promote their work and their designation as a WSAC-rostered teaching artist. Additionally, WSAC promotes the roster statewide, and encourages its use by all arts education partners. WSAC 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/education/roster-current.shtml>
- **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 WSAC's Professional Development Support program, open only to people associated with WSAC's Arts in Education programs.
- **Increased connections with WSAC grantees.** Recipients of First Step and Community Consortium grants are strongly encouraged to hire rostered teaching artists. When other requests or opportunities come to WSAC related to needs for teaching artists, we recommend rostered teaching artists.

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, 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.

WSAC's Roster of Teaching Artists is for 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 WSAC's role in regards to arts education and teaching artists?

WSAC's Arts in Education programs are geared towards serving K-12 public schools and providing arts learning opportunities that are in alignment with the arts education goals and frameworks developed by the Office of Superintendent of Public Instruction (OSPI). Therefore, WSAC's 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 our focus is on K-12 classrooms, many of our rostered teaching artists are also well-suited for work in other settings and with other populations.

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>. Teaching artists may also want to familiarize themselves with the Classroom Based Performance Assessments (CBPAs) in the Arts, and consider how they might support classroom teachers with this process.

What kind of work will Rostered Teaching Artists do?

Unlike the former Artist-in-Residence Grant program, which used a fairly standardized two-week residency model, there is no specific outline for the type or scope of work that rostered teaching artists may be hired to accomplish. WSAC 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.

While there is no set residency format, there are general principles and goals that apply to the work WSAC expects from teaching artists. WSAC expects 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
- Collaborate with classroom teachers in lesson development and delivery
- Collaborate with arts education committees, community groups, etc., as appropriate
- Work with both teachers (professional development) and 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

WSAC expects rostered teaching artists and the schools/organizations who hire them to negotiate fees for teaching time and planning/meeting time. There is no official WSAC rate of pay for 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-\$60/hour, that the minimum for any rostered teaching artist should be \$30/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?

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 in terms of numbers of years of experience. However, applicants should understand that this roster is designed to promote individuals who demonstrate past experience and success as a teaching artist in K-12 public school settings.

Annual updates and renewal applications

Teaching artists accepted to the roster are approved for a three-year period, with years two and three 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 not to reassess their abilities, but to verify that rostered teaching artists are remaining active in the field. The update materials are reviewed by staff only. After three years on the roster, teaching artists must re-apply. A panel reviews all new and renewal applications.

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; or any other professional experience that improves your work as a teaching artist.

Removal from the roster

WSAC 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 WSAC Arts in Education program. This includes inappropriate behavior or language in school settings, behavior that violates school rules, lack of responsible follow-through on terms of teaching contracts, unlawful activities, or 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 WSAC 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 actual Application Form / Narrative Questions and Evaluation Form are separate Word documents downloadable at www.arts.wa.gov/education/roster-guidelines.shtml .

1. The 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 read as a quick introduction to who you are as an artist/teaching artist and might include a brief summary of your professional/educational background (like something that 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 in blue ink before making copies of your application packet.

2. 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. The Sample Lesson Plan should be no more than three pages long and should include the following elements: lesson title; arts learning objectives; activities / instructional strategies; assessment criteria and strategies; connections to Essential Academic Learning Requirements (EALRs) in the arts; and logistical details and requirements—grade level(s), time frame, materials, space, etc. 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 work that you will have assessed in the Evaluation Form.

4. Résumé(s) should 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 1-2 pages long. Résumés should include dates/years for artist and teaching artist work.

5. The Evaluation Form is an important piece of the application, as it will provide the 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 their 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 WSAC website. This form is to be sent directly to WSAC by the classroom teacher who fills it out; it has the same postmark deadline as the rest of the application, and must be sent on time in order for your application to be complete and eligible. Be sure to give the teacher you identify for this sufficient notice so that they can complete this form thoughtfully.

6. Work Sample(s). *Required:* A work sample that demonstrates your abilities and achievements as an individual artist. *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- 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 slide-show work sample. Submit a separate piece of paper labeled “Work Sample” on the top, followed by the work sample description and the web address. Include panel viewing instructions, such as which tracks should be played or at what time-marker in the video the viewing should begin.

Work sample notes:

- 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 seven copies. All other work samples require just one copy.
- Work samples should ideally show current/recent work, although allowances will be made in cases where artists’ primary current work is more about teaching than performing/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/date of work, and, if applicable, the specific role of the artist within the piece.
- In the box labeled “Work Sample Description,” 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 very clear about your personal contributions to the work.
- These notes about appropriate work samples are guidelines – ultimately, the point 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.

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 forms and narrative must be typed and printed 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 paper. Please include your name at the top or bottom of each page, and do not exceed the number of pages allowed for each section.

Timeline

Applications must be postmarked by the United States Postal Service (USPS) or delivery service by June 11, 2012. Applications may also be hand-delivered to the WSAC offices, and must be received no later than 5 pm on June 11, 2012. An advisory panel will review applications in July 2012; the panel’s recommendations will be presented to WSAC Commissioners for approval in August 2012. All applicants will receive status notification by September 2012.

Eligibility Criteria

- Applications must be submitted on time. Applications must be postmarked by June 11, 2012. 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 WSAC, 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.

Evaluation Process

WSAC staff use the criteria listed above to confirm application eligibility. Eligible applications are forwarded to an advisory panel of experts in the arts and arts education programming, including WSAC 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 in one or more artistic disciplines (such as skill, technique, innovation, purpose), 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

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 CHECKLIST

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.

ONE set of the following application materials:

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

ONE form to be sent separately by a classroom teacher:

- Evaluation Form**

Application Deadline & Delivery Instructions

Applications must be postmarked by the United States Postal Service (USPS) or delivery service by June 11, 2012. 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 WSAC offices and must be received no later than 5 pm on June 11, 2012. The street address, for in-person delivery, is 711 Capitol Way S, Suite 600, in Olympia.

WSAC General Info and Contact Info

WSAC Arts in Education Staff:

Lisa Jaret, Program Manager: lisa.jaret@arts.wa.gov or call 360-586-2418

Christel Ratliff, Program Coordinator: christel.ratliff@arts.wa.gov or call 360-586-0026

For additional staff listings, go to www.arts.wa.gov/contact/index.shtml.

Commissioners

WSAC 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/commissioners.shtml.

Accessibility, Diversity, and Nondiscrimination

WSAC complies with all local, state, and federal laws and regulations concerning civil and human rights. For further information regarding WSAC's policies on Accessibility, Diversity, and Nondiscrimination, please go to our [accessibility page](http://www.arts.wa.gov/about/accessibility.shtml), at <http://www.arts.wa.gov/about/accessibility.shtml>.

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