

Each member of the schools' ArtsPartners team (site coordinator, teacher, and principal) has special and separate roles and responsibilities.

SITE COORDINATOR

The ArtsPartners site coordinator is an integral member of our partnership. A successful site coordinator has experience with:

- **Teach** – Aid teachers in planning activities to integrate arts and cultural experiences into lesson plans.
- **Lead** – Motivate teachers to get things done in a timely fashion.
- **Communicate** – Communicate well with other teachers.
- **Organize** – Accurately complete and maintain essential ArtsPartners records.
- **Understand Technology** – Navigate the ArtsPartners website, check e-mail regularly, and help other teachers with technology questions.
- **Be Engaged** – Have adequate time to do paperwork, communicate with ArtsPartners, attend trainings, and participate in the Fall and Spring workshops.

SITE COORDINATOR RESPONSIBILITIES

Site coordinator responsibilities can be divided into three categories.

1. Logistics Coordinator

- Schedule and attend the Fall Collaborative Workshop and the Spring Integration Review.
- Monitor staff and faculty scheduling of arts and cultural experiences funded by ArtsPartners, verifying that experiences and transportation are scheduled prior to the voucher expiration date.
- Provide ArtsPartners with confirmation of scheduled experiences prior to the voucher's expiration date.
- Efficiently organize paperwork, communications, and scheduling.
- Assist principal and office manager in documenting matching funds.

2. Campus Liaison

- Attend at least one ArtsPartners site coordinator training session in the Fall.
- Notify faculty in a timely manner of all ArtsPartners workshops.
- Pass on relevant information and announcements from ArtsPartners to campus faculty.
- Return phone calls, emails, and faxes from ArtsPartners in a timely manner and keep contact information up to date.

3. Technology Aide

- Become knowledgeable and efficient in the process of searching for programs, creating and managing wish lists, and submitting Lesson Plan Summaries using the ArtsPartners website.
- Ensure that faculty are knowledgeable and comfortable with navigating the ArtsPartners website (www.dallasartspartners.org).