

## Scholls Heights Art Literacy Coordinator

The Beaverton School District Art Literacy Program is a volunteer led curriculum exposing our students to six artists and cultures throughout the school year. The students are given a lesson about the artist and then they execute an art project in the style of that artist.

Art Literacy cannot exist in our school without dedicated volunteers! The position of Art Literacy Coordinator is most fun when Co-Chaired.

Duties are as follows:

- Attend District Art Literacy meetings 3/4 times throughout the year
- Coordinate artist box rotation with the schools in our “block”
- Budget, plan and procure supplies for each of the six artists throughout the year (This happens in late summer before school starts)
- Work with Volunteer Coordinators to recruit classroom volunteers and potential co-chairs to lead each individual artist
- Lead monthly Parent Training sessions for each new artist/project
- Create bulletin board for each new artist
- Maintain monthly Art Literacy schedule and coordinate with each class to ensure all have taught the lesson for the given month
- Maintain annual Art Literacy budget and keep track of expenditures
- Maintain supplies throughout the year
- Coordinate end of year Art Show or designate a Chairperson\*
- Prepare end of year “thank you” for all Art Lit volunteers
- Supply District with end of year budget reporting and ensure all artist boxes have been returned to District Coordinators

\*See Art Show Chairperson description