

CPS ARTS LIAISONS

ROLE OVERVIEW

In every CPS school, an on-site **Arts Liaison** serves as an arts leader and advocate who:

- serves as the primary point of communication between their school, the Department of Arts Education, Ingenuity, and arts partners
- works to ensure that students, educators, and administrators have access to important arts-related information across all disciplines (visual art, music, theatre, dance, and media arts)
- seeks actionable ways to expand and improve arts education and programming in their school and in the broader community

PRIMARY RESPONSIBILITIES

- Serve as the key on-site arts contact for school community members (including but not limited to administration, colleagues, students, and families), the Department of Arts Education, arts organizations, and community partners
- Collaborate with school leadership on developing sustainable arts programming
- Grow leadership and advocacy skills at after-school professional learning sessions
- Make arts partnership connections at after-school arts partner Summits
- Communicate and coordinate arts opportunities and resources to students, educators, and administrators in their school, including:
 - Arts programming within and beyond the school
 - Arts-related professional learning
 - Grants and other funding
 - Arts curriculum, instruction, and assessment resources
- Plan annual Arts Essentials spending with administrators and colleagues
- Gather and verify school arts data for the annual Creative Schools Survey

ADDITIONAL RESPONSIBILITIES (VOLUNTARY BASIS)

- With Department of Arts Education staff, co-plan and co-facilitate Arts Liaison sessions
- Propose sessions for the annual CPS Arts Education Conference
- Convene as-needed Arts Liaison meetings in your network to discuss and problem-solve arts issues and/or co-plan network-wide events

QUALIFICATIONS

- Full-time or part-time arts teacher (*preferred but not mandatory*)
- Strong in-person and digital communication skills
- Strong organizational and time-management skills
- Interest in advocating for the arts at a school, community and/or district level
- Interest in growing professional leadership and advocacy skills

ARTS LIAISON NOMINATION PROCESS

A school administrator needs to nominate a qualified candidate for the Liaison position. Arts Liaisons must be (re)nominated every school year. The Arts Liaison candidate and administrator should meet first to discuss the role expectations. The administrator should then complete the Liaison nomination form: bit.ly/ArtsLiaisonNomination

TEACHERS: What are the benefits of being an Arts Liaison?

Liaisons have the opportunity to help shape the direction and growth of arts programming at their schools. They can attend free yearly professional learning sessions to help them:

- Hone grant writing and leadership skills to secure more arts funding and stakeholder buy-in
- Forge connections with community arts organizations and develop lasting partnerships
- Better advocate for the arts at a school and district level

Liaisons are also eligible to win cash prizes and arts supply vouchers at leadership sessions and Ingenuity Summits.

ADMINISTRATORS: How do you and your school benefit from having an Arts Liaison?

Liaisons are immensely valuable to a school, assisting administration by:

- Completing an annual Creative Schools Survey, which qualifies the school for \$1,000 in yearly Arts Essentials funding and access to Creative Schools grants (\$10–15K)
- Forging connections with community arts organizations to develop lasting partnerships
- Securing additional arts funding for through grants and other channels
- Contributing to the development and delivery of high-quality, standards-based, sustainable arts programming in the school and community