

Coordination: actions and role for liaison at each site

- Assess needs at each school
- Act as cheerleader
- Coordinate P.E. activities on site
- Develop community awareness such as Parent nights, Newsletter, Lessons of the week
- Ensure student access to arts and P.E. (Special Education (GATE, ELL, AVID)
- Meet with district leader 4 times per year
- Be “keeper” of equipment at site including After school equipment sign-in/sign-out
- Screen information for P.E. workshops
- Initiate separate Middle School Liaison meetings to coordinate MS needs
- Distinguish MS Liaison from Department Chair
- MS Liaison acts in cooperation with “big picture” in district

Coordination

Art Liaison (site) Roles and Responsibilities

- Meet with district coordinator four times per year
- Coordinate activities for the professional development of classroom teachers
- Communicate activities, special events, workshop possibilities, and current research with classroom teachers/principals/District Office/Community Resources
- Include and/or coordinate professional development to include staff and parent groups
- Communicate with music teacher on site
- Work with Coordinator to inform school about community events, and inform community about school events
- Work with and inform parent groups about arts events and needs