

Art Masterpiece Grade Level Coordinator Responsibilities

Please

1. Schedule the Art Masterpiece lessons with the teachers in your grade. You will schedule 4-5 lessons during the school year. (Keep in mind specials, holidays, early dismissals, and field trips).
2. Create a signup genius with volunteer slots for a presenter and 1-2 helpers for each classroom to send out 3 weeks before the scheduled Art Masterpiece lesson. Send to room parents for them to send to their class.
3. Check for supplies in the supply closet 2 weeks before the lesson and email Natalie Castaneda at ndcastaneda80@gmail.com with the final schedule and list of needed supplies.
4. Create labels for the art project. Labels should include Grade, Teacher, and Name of Project. If you are unable to create the labels yourself, please email Natalie Castaneda at ndcastaneda80@gmail.com.
5. Make sure that all artwork is labeled and collected at the end of the lesson so that it can be displayed at the Fine Arts/STEAM Night.
6. Assist with the Fine Arts Night/STEAM.
7. Return artwork made during Art Masterpiece to the class at the end of the year.