



ART DOCENT CHECKLIST

TEACHER MEETING

- SCHEDULE A MEETING TO SET DATES
- GO OVER PROJECTS THEY LIKED TO DO OR DID NOT LIKE TO DO.
- SCHEDULE THE SET DATES WITH THE OFFICE.
- MAKE SURE TO BUFFER TIME FOR CLEANING

LESSONS PREPARATION

- TRY TO FIND A LESSON THAT CAN BE COMPLETED WITHIN YOUR TIME FRAME.
- ALWAYS HAVE EXTRA PAPER OR AN ACTIVITY TO FILL UP TIME.
- ENSURE THE ART ROOM HAS ALL THE SUPPLIES YOU NEED.
- PREPARE AN EXAMPLE COPY PRIOR

PRESENTATION PREP

- ARRIVE EARLY TO SETUP CLASS ROOM & SUPPLIES
- IF YOUR CUTTING PAPER TO SIZE, IT'S RECOMMENDED TO HAVE EXTRA
- IF USING THE READER BOARD, MAKE SURE YOU HAVE NO CONNECTION ISSUE OR ASK OFFICE FOR ASSISTANCE.

PRESENTATION TIME

- AFTER INTRODUCTIONS & AS YOU PRESENT THE PROJECT, TRY TO ASK QUESTIONS TO GET THE STUDENTS ENGAGED & MAKE SURE THEY SIGN THEIR WORK
- WATCH TIME TO ENSURE YOU WILL BE ABLE TO END THE PROJECT
- KEEP CIRCULATING THE ROOM TO MAKE SURE EVERYONE HAS THE HELP THEY NEED

CLEANING

- USE THE DRY RACKS IF NEEDED
- CHECK: DESKS & CHAIRS FOR ANYTHING THAT NEEDS TO BE WIPED
- SAVE ANY USEABLE SCRAPS ON THE COUNTER CORNER CUBBIES FOR THIS
- ENSURE ALL SUPPLIES ARE BACK IN THEIR DESIGNATED LOCATION

SAVING ART

- SAVE ART FOR EITHER HANGING IN THE CLASSROOM OR FOR ART NIGHT (SPRING)
- IT IS NICE TO GLUE ART TO LARGER CONSTRUCTION PAPER TO CREATE A FRAME
- DOES YOUR TEACHER WANT TO SAVE ART TO CREATE A MEMORY BOOK FOR EACH STUDENT?

