**North Coast Arts Integration Project**

**Teaching Artist Check List**

* Current Resume
* Short Bio
* Live Scan
* TB Test Clearance
* Student Visitation Authorization Card
* Independent Contractors Agreement
* Payee Data Record
* Payment Request Form
* Invoice
* Eureka City Schools Mileage Claim (if applicable)
* I have completed the **Collaborative Planning Worksheet**
* I have completed the **Teaching Artist Schedule** and shared the document
* I have created a **Criteria for Success** list for my lesson
* I know how I will assess the effectiveness of my teaching
* I have a way to assess students’ mastery level of the lesson objectives
* I am familiar with the **Visual and Performing Arts Standards** for my discipline
* I am familiar with the **Common Core Standards** for Language Arts & Mathematics
* I have completed my portion of the **Lesson Plan**
* I have asked the teacher for a **Seating Chart** or other means for identifying students
* I have identified an **attention signal** to use in class
* I have developed a **list of classroom rules**
* I have gathered all materials, completed and shared the **Materials List**
* I have developed a plan for how students get and return materials
* I have developed a plan for how students may talk, move, and participate in my lesson
* I have a plan to give specific praise to students for corrective feedback when needed
* I have arranged for documentation of the project
* I have completed a **Teaching Artist Self Evaluation**