

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)
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- 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**