



**BEVERLEY
TAYLOR
SORENSEN**
ARTS LEARNING
PROGRAM

ROLES & RESPONSIBILITIES 2021-2022

SERVICE PROVIDERS FOR THE PROGRAM

Utah State Board of Education (USBE) administers and implements the Beverley Taylor Sorenson Arts Learning Program in public elementary schools across the State of Utah as determined by legislative statute, administrative rule, and board approval.

- Personnel:
 - Program Director
 - Program Specialist
 - Regional Supervisors
- Reports to:
 - Utah State Legislature: program administrators report to the Utah State Board of Education
- Direct reports:
 - Grantees as determined by compliance adjustments
 - LEA grant manager
 - Professional Development Providers grant manager
 - USBE BTS Arts employees including program director, program specialists and regional supervisors
- Collaborates with:
 - Art Works for Kids, Friends of BTS Arts
 - University faculty/staff including endowed positions
 - Representatives from grantees including universities, LEAs and schools
- Funded by:
 - State of Utah
- Roles and responsibilities
 - Manage the implementation of BTS Arts across the State of Utah, as determined by legislative statute and administrative rule, and oversee compliance with grant requirements
 - Update all program documentation and guidelines as needed and disseminate materials to stakeholders of BTS Arts
 - Conduct, compile and connect related research and evaluation
 - Collaborate with the Utah State Board of Education to ensure the board's vision is carried forward
 - Manage the BTS Arts grant process with LEAs and universities from the time of application through compliance and reporting

- Maintain the BTS Arts budget, and strategically deploy funding to expand programming into new LEAs and schools

Regional Supervisors oversee grant compliance and consult with LEA representatives to improve compliance. In the absence of LEA oversight, supervisors will manage the implementation of the BTS Arts program, particularly across rural LEAs, charter schools and districts as needed. Along with USBE, they are responsible for maintaining high-quality program requirements and supporting arts educators in their positions.

- Personnel:
 - One regional supervisor in each of the four regional service centers as needed
 - One to two regional supervisors to support charter schools in the northern Utah counties, Salt Lake County, and Utah County
- Reports to:
 - USBE program administrators
 - Regional Service Centers
- Direct reports:
 - LEA representative on the grant, either the Grant Manager or the assigned designee
 - Arts Educators in the absence of an LEA arts/integration coach
- Collaborates with:
 - University endowed positions and BTS Arts staff
 - LEA coaches and LEA leadership as requested
- Funded by:
 - USBE
- Roles and responsibilities
 - Support the implementation of BTS Arts in outlying rural schools and charters as advised by USBE and the BTS Arts guidelines to ensure quality across the program elements
 - Collaborate with LEA leaders and USBE to implement BTS Arts in districts and charters and assess annual progress
 - Facilitate and review BTS Arts grant applications, compile required reports, review the Principal Assurances information and make recommendations to USBE
 - Review individual professional development plans for each BTS Arts educator, monitor compliance, and ensure support for individual plans alongside district arts integration coaches

IMPLEMENTATION SUPPORT

Art Works for Kids (AWFK) serves to honor Beverley Taylor Sorenson’s foundational legacy and to support BTS Arts as a nationally recognized, high-quality arts integration program. AWFK executes the communications strategy for BTS Arts and its stakeholders, and funds innovative programmatic elements.

- Personnel:
 - AWFK Executive Director
 - AWFK Board
- Reports to:
 - Executive director reports to the AWFK board

- Direct reports:
 - Endowed universities and positions
- Collaborates with:
 - University endowed positions
 - USBE
 - Friends of BTS Arts
 - LEAs and superintendents
 - Other external stakeholders as needed
- Funded by:
 - Foundation assets
- Roles and responsibilities
 - Advise on the creative and strategic direction of BTS Arts
Collaborate with USBE, endowed universities and positions, superintendents and LEA leadership to reinforce BTS Arts supports across the state
 - Manage BTS Arts and AWFK communication and marketing strategies designed to maintain and grow support in various communities throughout Utah
 - Manage the BTS Arts web presence and email campaigns to disseminate research and provide regular updates on program successes, new materials and assets, and upcoming events
 - Provide strategic financial support to program operations and innovative program elements, including endowments and other unique opportunities to further the reach and impact of the BTS Arts program

Friends of BTS Arts (FoBTSArts) is an advocacy organization which serves in tandem with AWFK to support BTS Arts by formally advocating to the Utah State Legislature and other entities supporting the program to ensure long-term sustainability and growth.

- Personnel:
 - FoBTS Arts Executive Director
 - FoBTS Arts Board
- Reports to:
 - Executive director reports to FoBTS Arts board
- Direct reports:
 - NA
- Collaborates with:
 - Art Works for Kids
 - University endowed positions
 - USBE
 - LEAs and superintendents
 - Other stakeholders as needed
- Funded by:
 - Foundation assets
- Roles and responsibilities:
 - Design and execute strategies to engage influential stakeholders of BTS Arts
 - Deploy resources to support program advocacy efforts
 - Coordinate constituent outreach efforts to ensure consistent and accurate messaging about BTS Arts to Utah legislators
 - Advise on the creative and strategic direction of BTS Arts

- Collaborate with USBE, endowed universities and positions, superintendents, and LEA leadership to reinforce BTS Arts supports across the State of Utah
- Manage BTS Arts and AWFK web presence and email campaigns to disseminate research and provide regular updates on program successes, new materials and assets, and upcoming events
- Provide strategic financial support to program operations and innovative program elements including endowments and other unique opportunities to further the reach and impact of BTS Arts

University Endowed Positions serve as the primary point of contact for endowed universities and coordinate research, institutional support, and professional development to ensure the highest quality arts and arts-integrated instruction aligned with the goals and objectives of the BTS Arts program. Endowed positions leverage campus partnerships and provide information about effective practice and research-based strategies for program improvement.

- Personnel:
 - Faculty or administrator connected to the endowment at each university
- Reports to:
 - Established reporting lines in the college receiving the endowment
 - Art Works for Kids
- Direct reports:
 - Any BTS Arts staff hired with the USBE professional development grant
- Collaborates with:
 - Art Works for Kids
 - Friends of BTS Arts
 - USBE
- Funded by:
 - Endowments established by various Sorenson foundations
- Roles and responsibilities:
 - Serve as a liaison between the universities, LEAs and Utah State Board of Education
 - Execute the research and teaching obligations of the university as determined by the college receiving the endowment
 - Collaborate with university colleagues and collaborate with colleges of education and fine arts to ensure access to arts courses for pre-service students
 - Collaborate with the other endowed positions to review research and best practices for arts education
 - Provide relevant professional development to arts educators, K-6 teachers, and administrators
 - Collaborate with AWFK and USBE to make recommendations for program operations
 - Serve as the Principal Investigator (PI) or collaborate with the PI designated by the university to deploy funds for any BTS Arts grant awarded to the university

PROGRAM IMPLEMENTATION GRANTS

- To LEAs to hire district arts integration coaches and arts educators at the district and school level
- To designated universities to provide professional development to support BTS Arts
- For research and innovative programs and projects

LEA Grant Recipient (Grant Manager) collaborates with district leaders to propose a plan for BTS Arts funding that aligns with the LEA's vision. The Grant Manager on the grant (or designee) manages the implementation of the awarded grant for BTS Arts within the LEA and informs practices within BTS Arts school(s) in accordance with grant guidelines. The Grant Manager is responsible for maintaining high-quality program requirements and supporting arts educators.

- Reports to:
 - USBE program administrators
- Direct reports:
 - Arts integration coaches
 - Principals
- Collaborates with:
 - University endowed positions and BTS Arts staff at USBE on a regular basis
- Funded by:
 - USBE (up to 80%)
- Roles and responsibilities:
 - Manage the implementation of BTS Arts at the LEA level, as advised by USBE and the BTS Arts Guidelines to ensure quality across the program elements, including:
 - Arts educator qualifications
 - Contract time / teaching time
 - Arts integration, collaborative planning, and collaborative teaching
 - Teaching space, materials, class time, and scheduling
 - School-level reach
 - Informances / exhibits / performances
 - Parent / community participation / advocacy
 - School arts teams
 - Internal networking to share best practices
 - Professional learning and development
 - Research and evaluation
 - Collaborate with USBE representatives in the program
 - Collaborate with LEA leaders and curriculum specialist to implement BTS Arts in LEAs and assess annual progress
 - Collaborate with the LEA's team of instructional coaches to coordinate existing programs and maximize the quality of instruction provided to students

LEA Arts Integration Coaches in collaboration with the Grant Manager, manage the implementation of BTS Arts across LEAs and at each BTS Arts school in accordance with LEA policies and procedures and BTS Arts grant guidelines. They are responsible for coordinating high-quality program components and supporting arts educators. (An LEA with arts integration coaches may assign the LEA arts coordinator to oversee the implementation of the grant and ensure fidelity.)

- Personnel:
 - Generally, one to four FTE coaches per LEA, determined by the size and number of schools/arts educators served (possibly one coach per art form)
 - Districts choose a coaching model and define it in their USBE grant proposal for the position according to their district arts plan. Variations to consider:
 - Coaches may spend a portion of their time mentoring teachers and modeling instruction with students, and a portion of their time reporting and coordinating grant initiatives and arts programming across the district.
 - Licensure and endorsement for LEA coaches gives hiring priority to arts educators with leadership experience, as well as administrators and teachers with an arts integration endorsement when deemed appropriate
 - Coaches oversee implementation and compliance issues with the USBE grant, identify areas for professional development and make recommendations to the university professional development providers
- Reports to:
 - LEAs
 - USBE program administrators through grant accountability
- Direct reports:
 - Arts educators
- Collaborates with:
 - University endowed positions and BTS Arts staff at USBE on a regular basis
- Funded by:
 - USBE
- Roles and responsibilities:
 - Manage the implementation of BTS Arts at the LEA level, as advised by USBE and the BTS Arts Guidelines to ensure and facilitate quality across the program elements, including:
 - Quality arts instruction and arts integration (model and mentor)
 - Instructional time and scheduling
 - Teaching space, materials, class time and scheduling
 - Arts integration, collaborative planning and collaborative teaching
 - Informances / exhibits / performances
 - Parent / community participation / advocacy
 - School arts teams
 - Internal networking to share best practices
 - Research and evaluation
 - Provide and participate in professional learning and development
 - Collaborate with USBE representatives in the program
 - Collaborate with district leaders and curriculum specialists to create a vision and a plan for arts in the district and assess annual progress.
 - Collaborate with the LEA's team of instructional coaches to coordinate existing programs and maximize the quality of instruction provided to students.
 - Facilitate elementary arts programs and projects throughout the LEA
 - Coordinate professional development opportunities for teachers in the arts with university partners, and attend meetings with university partners to improve the implementation of BTS Arts and other arts programs in the LEA

- Assist the grant manager or LEA arts coordinator with the BTS Arts grant application, provide required reports, review the Principal Assurances information, and make recommendations to USBE
- Coordinate the delivery of professional development for teachers in the arts with university partners, and attend meetings with university partners to improve the implementation of BTS Arts and other arts programs in the LEA
- Support arts educators as they create individual professional development plans and collaborate to align the resources needed to support their plan, and monitor growth
- Convene meetings and provide appropriate collaboration time or professional development for teachers including mentoring
- Develop and inform teachers and parents about district expectations and policy in the arts

Principals of BTS Arts Schools provide leadership for a comprehensive, successful, and sustainable arts learning program for the students in the school; supervise the fidelity of the implementation of the program; assist advocacy efforts for the sustainability and growth of the program.

- Personnel:
 - 0.5 – 1.0 FTE per BTS Arts school (1.0 FTE per 1000 students)
- Reports to:
 - USBE grant representative
 - BTS Arts grant representative in the LEA
- Direct reports:
 - LEA district coordinator
 - LEA arts integration coach
- Collaborates with:
 - University endowed positions and BTS Arts staff
 - School arts educator
- Funded by:
 - LEA
- Roles and responsibilities:
 - Manage the implementation of BTS Arts at the school level
 - Hire a qualified arts educator designated by the standards listed in Board Rule and in collaboration with the university partner and LEA arts coordinator
 - Evaluate arts educators according to district and state policies
 - Facilitate completion of licensure and endorsements by arts educator
 - Orient and regularly review BTS Arts roles and responsibilities with faculty
 - Create scheduling that complies with grant guidelines by providing arts instruction to every student over the course of the year and adequate planning time for the arts educator, similar to that of a classroom teacher
 - When sharing the arts educator with another school, facilitate scheduling that allows the teacher to spend full days at individual schools
 - Provide appropriate teaching space, materials and supplies for art instruction
 - Ensure scheduled collaborative planning between the arts educator and grade-level teams
 - Coordinate with the university partner to provide whole school arts professional development to increase the capacity in the arts of the classroom teacher

- Attend administrator networking and training sessions for BTS Arts
- Promote BTS Arts events and objectives in the school community
- Facilitate at least one informance, exhibit, or performance in the school year
- Communicate with the university partner and USBE about the progress of the program in the school
- Complete the school leadership portion of the program evaluation system and document successes and/or challenges
- Facilitate the development of and participation in a school arts team to include the arts educator, grade-level teacher, parent/caregiver, and parent group representatives
- Ensure media releases for students participating in the program. Inform the LEA arts coordinator, university partner and USBE of any students not having parental consent for media release

Arts Educators are hired and supervised by the school principal. They provide high quality arts instruction and art-integrated learning to students in Utah's schools. They work with classroom teachers to create and deliver arts-integrated instruction. They are the primary face of the program at the school level and work to cultivate a school culture that embraces the arts.

- Personnel:
 - 0.5 – 1.0 FTE per BTS Arts school (1.0 FTE per 1000 students)
- Reports to:
 - School leadership, principal
 - LEA representative for the BTS Arts grant from USBE
- Direct reports:
 - Principal
- Collaborates with:
 - University endowed positions and BTS Arts staff
- Funded by:
 - Up to 80% USBE and 20% or more LEA/school match
- Roles and responsibilities
 - Manage the implementation of BTS Arts at the school level, as advised by the principal, arts integration coach and the BTS Arts Guidelines to ensure quality across the program elements, including:
 - Maintain qualifications outlined for Arts Educator positions
 - Collaborate with principal, faculty, LEA and regional BTS Arts personnel
 - Contract time, teaching time, and scheduling
 - Arts integration, collaborative planning, and collaborative teaching
 - Teaching space, materials, school-level reach
 - Informances / exhibits / performances
 - Advocacy / parent / community participation
 - Collaborate with school arts teams
 - Internal networking to share best practices
 - Demonstrate professional growth and participate in professional learning
 - Research and evaluation
 - Teach 30-90 - minute sessions with each class individually and assess student learning.
 - Provide required components for the BTS Arts website, e.g., lesson plans, action research, teaching resources

- Model arts core and integrated arts teaching and assessment
- Collaborate with grade-level teams for planning integration lessons/units
- Integrate the anchor standards and college and career readiness standards from the Utah English Language Arts Core Standards
- Collaboratively involve the classroom teacher in the arts/integrated instructional activities
- Attend BTS Arts professional development meetings throughout the year
- Collaborate with the principal, district arts coordinators, arts integration coaches, and university partners to explore arts professional development opportunities for the schools
- Plan informances, performances and/or exhibits to celebrate students' arts learning with the school community as the audience at least once a year
- Collaborate with other arts teachers in BTS Arts in order to create an accessible collection of integrated lessons and resources
- Participate in the BTS Arts evaluation, completing all components of data collection
- Serve on the school arts team to set goals and plan/support arts events
- Assist in advocacy efforts for the sustainability and growth of the program
- Serve on recess and lunch duty as deemed reasonable in the schedule

Classroom Teachers work collaboratively with the arts educator to plan instruction that integrates the arts and arts concepts with core standards in other subject areas. Ideally, the classroom teacher also teaches side-by-side with the arts educator or participates in the instruction when possible.

- Reports to:
 - School administrator
- Direct reports:
 - At least one classroom teacher per school assists the principal and arts educator to complete the yearly program Assurances
- Collaborates with:
 - School arts educator
 - Grade-level classroom teachers
- Funded by:
 - LEA
- Roles and Responsibilities
 - Provide curriculum maps and suggestions for integration to arts educator
 - Consistently collaborate with the arts educator for integrated instruction
 - Ensure every child attends the arts lessons
 - Participate in arts-integrated instruction according to the district plan
 - Incorporate arts learning in classroom instruction
 - Participate in arts-specific professional learning
 - Participate in planning and presentation of school arts events

Professional Development Grant Recipients – USBE offers grants by to universities/colleges and arts agencies in the state. Invitations are extended to the seven endowed universities/colleges as well as other entities as needed to provide essential services to the program. These grants fund professional development opportunities, research or other special projects as needed.

- Personnel:
 - Each invited organization selects the Grant Manager
 - Grant Manager (or designee) oversees the implementation and reporting of the grant
 - Grant Manager may hire staff to implement the grant. The number and roles of staff vary by institution and are described in the grant application. Existing positions include grant managers and professional development providers (PDPs)
- Reports to:
 - Designated USBE BTS Arts administrators
- Direct reports:
 - Personnel hired with grant funding:
 - University faculty or administrators, including the PI on the grant
 - Managers hired to implement the grant
 - Professional development providers providing PD and mentoring
- Collaborates with:
 - USBE
 - Other Grant Managers awarded PD grants
 - LEA representatives such as LEA arts coordinators and AI coaches
- Funded by:
 - USBE BTS Arts professional development grants
- Roles and responsibilities:
 - Provide sustained sequential professional development opportunities in the arts and in arts integration for all arts educators as designated in the USBE request for proposals
 - Professional development should include:
 - Professional development to the BTS Arts LEA AI coaches, principals, and arts educators in the arts and in arts integration
 - Mentoring and coaching form experts in the art forms
 - Support for other arts integration components, such as collaborative teams, arts teams, informances and/or exhibits, and individualized mentoring
 - Leadership training for LEA representatives and arts integration coaches to mentor and coach arts educators as a group and to build capacity through their individual professional development plans
 - Support the district or regional leaders to provide professional development opportunities
 - Support attendance of BTS Arts educators at existing state and regional conferences and workshops according to individual PD plans