



# cordovan ARTschool

## Art Teacher Responsibilities

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Updated: June 2026

### Congratulations and Welcome to the team!

We strive to hire the best local artists and the most friendly, engaging teachers, and we're excited to have you here. You were selected because of your strong understanding of the principles of Art & Design as demonstrated in your personal art portfolio. Just as important, you stood out for your positive, happy attitude which is something we value highly at Cordovan Art School.

Our goal is to create a meaningful and uplifting experience for every student. This starts with treating each student with kindness, respect, and encouragement. As you get to know your students by name and support their growth, you will play an important role in building their confidence and love for art. Over time, your impact will extend far beyond the classroom.

These guidelines are here to help you understand expectations, stay organized, and ensure everything runs smoothly—from daily responsibilities to payroll. If you ever have questions, your studio manager is your primary resource and is always there to support you.

### The Cordovan Way

- Create a positive environment
- Smile when students arrive and leave
- Build relationships
- Make each experience meaningful

### When you Arrive to Class

- Review lesson plans before arriving to class
- Arrive at least 15 minutes early to class; a late fee is enforced after the 3<sup>rd</sup> tardy
- Set up classroom and prepare supplies
- Check with manager to see if you have any Free Trial Students

### During Class

- Be friendly and greet students and parents by name (Smile/Smile philosophy)
- Create a positive, welcoming environment
- Encourage and praise student work consistently during class. Compliments inspire!

- Make students feel valued and included
- Deliver a high-quality art experience by teaching the principles, elements, and techniques of Art & Design
- Teach the art Principle of the Week during the beginning of each class (see Lesson Plans)
- Help students create artwork that is personally meaningful
- Avoid phone use during class

## Student Experience

- Foster connection, belonging, and friendship
- Build confidence and creativity
- Engage with students through conversation
- Praise students in front of classmates and parents—everyone loves a compliment!
- If a concern or complaint arises, the manager may schedule a meeting with the parent and teacher to address and resolve the issue together

## Classroom Management

- Set clear expectations at the start of class. This is KEY!
- Address disruptions calmly
- Give warnings before escalating behavior
- Send students to the manager if disruptions continue
- Supervise students at all times—never leave them unattended
- Do not physically touch or remove a disruptive student
- Keep students inside the studio at all times
- Provide clear direction to assistant teachers on how to support your class.

## Taking Attendance

- Take attendance in **Jackrabbit Class**.
- Notify the Manager if a student misses 2 consecutive classes

## Clean Up

- At the end of each class, clean the classroom and involve students in the process to teach responsibility and care for supplies:

- Sweep floors
- Wipe desks
- Clean brushes and sinks
- Put away art supplies
- Notify the manager when supplies are low or out of stock
- Empty trash as needed

## Substitute Teaching Policy

- You are responsible for finding a substitute anytime you are unable to teach your class
- Use the approved substitute teacher list
- Notify manager once confirmed

## Safety & Supervision

- Never leave a child unattended
- Stay until students are picked up
- Only release students to authorized parents or guardians listed in Jackrabbit
- Report any bullying, repeated hurt feelings, or ongoing conflicts to the front desk so it can be addressed with the parent the same day.

## First Aid

- Call 911 immediately in emergencies
- Report all injuries and illnesses to the manager so they can properly assist the student outside of the classroom
- Notify parents through the manager of any injury or illness-no matter how small or large
- Do not administer medication, including pills, liquids, or cream.
- You can administer soap and water, Band-Aids or wet paper towels. (You will be amazed at how many things can get solved by laying a wet paper towel on an arm or leg)

## Lesson Plans/ Teacher Resources

- Create your personal Login to access the **Lesson Plan Library** and online training materials:  
<https://online.cordovanartschool.com/teacher-registration/>
- Select lesson plans from the Cordovan Art School Lesson Plan Library, or create your own
- Submit WEEKLY CLASS lesson plans to manager at the beginning of each month
- Submit CAMP lesson plans 1 week before the start of camp
- Be organized, prepared, and use your own artistic license!
- Teach the principle of the week during the beginning of each class

## Student Awards & Recognition Program - “Level Up”

- Conduct “Level Up” portfolio reviews during the week following the first Monday of each month
- Complete “Level Up” reviews in class, present awards, and **record student achievement levels in Jackrabbit**

## Teacher Evaluations

- Managers provide evaluation opportunities for students and parents at the end of each semester
- Evaluations are reviewed with the manager and teacher, providing both positive feedback and areas for improvement

## Teacher to Teacher Mentoring Program

- Experienced teachers may be asked to mentor new teachers through classroom shadowing; the manager will coordinate mentorship assignments

## Communication with Manager

- Maintain communication with manager to share ideas and improvements

- Report issues promptly

### **Your Cordovan Apron**

- Teachers must purchase their Cordovan Art School apron. The cost will be deducted from their first paycheck.

### **Dress Code**

- Wear black Cordovan Art School apron while in the studio
- Maintain a professional appearance; we well-groomed. No short shorts, low-cut, or revealing clothing
- Avoid wearing clothing that may be considered offensive or inappropriate (including references to politics, religion, profanity, or discriminatory content)
- No smoking on the premises; do not arrive to class smelling like smoke
- Be professional at all times and use common sense

### **Getting Your Paycheck**

- Record your teaching hours in Jackrabbit class to ensure getting paid on time
- Paychecks are issued via direct deposit—complete your direct deposit paperwork

### **Late Penalty**

- A \$25 late fee penalty will be deducted from your paycheck on your 3<sup>rd</sup> tardy occurrence. Repeated tardiness will result in additional corrective actions. Your students are counting on you to be there on time and prepared to teach.

### **Art Supplies**

- All art supplies are provided by Cordovan Art School
- Request specialty items if needed

### **Holiday Schedules**

- The Manager will keep you up to date on holiday teaching schedules

### **Background Check**

- Because of the nature of working with students, teachers are required to complete a background check before beginning employment. The manager will coordinate the process.

### **Annual Student Art Show**

- Help students create artwork in class to submit to the Annual Student Art Show
- Attend the Annual Student Art Show to support your students as they receive awards and recognitions for their artwork

- Teachers may submit personal artwork to the Annual Art Show in the “Teacher” category-Braving rights on the line!

## End of Semester / Events

- Share information about upcoming programs and encourage enrollment; let students know which classes you’ll be teaching to encourage future enrollments
- Hand out materials
- Attend art shows and studio events

## Camps

### Camps: Teacher Schedules

- It is your responsibility to know your schedule. Check your Jackrabbit Class portal for assigned classes and camps
- You are responsible to find a substitute teacher anytime you are unable to teach your class or camp
- Use the approved substitute teacher list provided by your manager
- Notify your Studio Manager once a substitute has been confirmed and provide the name of the substitute teacher’s name

### Camps: Arrival & Set Up

- Arrive at least 15 minutes early and have your classroom fully set up before students arrive. Notify the Studio Manager immediately if you are running late.
- Be prepared for students to enter class a few minutes early, especially on Mondays during the first day of camp check-in, when the lobby may be more crowded than usual.
- Greet students at the door and create a welcoming environment using the Cordovan “Smile/Smile” philosophy.

### Camps: Policies & Procedures

- On the first day of camp, set clear classroom expectations and establish strong classroom management from the beginning (i.e. 1,2,3 eyes on me / 1, 2 eyes on you) If you do not take time to prepare the students and set expectations, they will take over your classroom.
- Do not let students come and go from the classroom without your permission.
- Do not send students to the lobby during snack breaks. It can be loud and disruptive to the other classes.
- For safety reasons, never take students outside of the building for any reason.
- Use positive attention-getting techniques and avoid yelling to get student’s attention; Yelling is not classroom management.
- Never leave students alone in the classroom. If you need more art supplies or if you have a question for the Manager, please send your assistant teacher or a student to the front desk for help.

- Printing copies of reference photos, lesson plans, etc. should be done when you submit your lesson plans to the manager. Printing should not be done during class time, except in the case of emergencies. Do not leave your classroom to make prints during class time.
- Learn students' names and help each student feel included and valued.
- Utilize assistant teachers by giving clear directions and responsibilities throughout camp. Refer to the Assistant Teacher Responsibilities checklist to know what is expected.
- Bring disruptive students to the Manager anytime additional support is needed.
- Do not let children pour their own acrylic paint because they always pour more than is necessary. Acrylic paint goes a long way! Ask your assistant teacher to pour paints. This will cut down on paint waste.
- Do not allow students to paint or draw on their bodies

### TV, Phones &Media:

- No phones! Keep student cell phones in cubbies during camp and snack breaks.
- No phones for teachers, too. Stay actively engaged with your students!
- Do not use TV shows or videos during snack breaks or to fill extra time at the end of camp.
- Only teachers may control classroom music using approved Cordovan Art School playlists. Keep music appropriate and at a reasonable volume.

### Making Camps Fun!

- Help students build friendships and connections through group activities and conversations. Plan simple "get to know you" games on the 1st day of camp to help your students start camp on good note. Feel free to do activities anytime you feel it will make your camp fun! Here are some examples:

- Allow students the chance to share something about themselves in front of the class
- Allow students the chance to draw something about themselves for the first 5-10 minutes of camp, then tell everyone what they drew and how it represents them.

Other fun camp activities that can be used **during snack breaks** or **while they wait for the other students to arrive to class** are:

- Draw you Name in big block letters and decorate each letter
- Decorate your Art Portfolio cover to keep their camp artwork in
- Pictionary
- Simon Says
- 20 Questions
- Limbo
- Fun assignments in a sketchbook (Ask your Managers to order on Amazon)  
They can draw in sketchbooks anytime they get ahead on a project.

### Camps: Pre-Dismissal

- All projects should be put away and organized prior to dismissal.

- Before you leave for the day, make sure all supplies have been put away and brushes have been cleaned. DO NOT leave paints and brushes in the sink or in cups of water. Your students should help clean up after themselves. Your assistant teacher should help.
- Maintain professionalism at all times, remembering that parents and customers may hear classroom interactions. If you yell at your class or if your students are talking loudly, there is a good chance that the parents in the lobby can hear everything you are saying. Children can get loud at the end of the day so please keep this in mind when you are cleaning up and getting ready to dismiss class.

### **Student Pick-Up:**

- At the end of camp, be ready for parents to pick up kids.
- You should be at the door welcoming parents and checking students out as they are picked up. Do not let kids wander into the lobby unless they have been checked out by their parent.
- Release students ONLY to a parent or authorized guardian whose name is listed in Jackrabbit.
- Remain with Full-Day Camp students in your classroom until a staff member comes to take them to the lunchroom or to the “extended care” classroom.

### **Camps: Cordovan Stands for Quality!**

- Be familiar with your camp titles and descriptions before camp begins
- Focus on projects that teach artistic techniques, creativity, and quality craftsmanship.
- Use the Cordovan Online Training Website and Lesson Plan Library for project ideas and inspiration (See Teacher Resources/ Lesson Plans section for login info)
- Plan for at least two (2) projects per day. If it is a long project, have them work on it for a bit then come back to it the next day.
- For 5-Day camps: Cordovan Art School will pre-select five lesson plans, and you will be responsible for creating an additional five (5) new lesson plans of your own. Plan and prepare your art projects before camp. Submit your camp lesson plan worksheet to your manager at least one week before camp begins, showing the reference image for your 5 original art projects. Get manager’s approval.
- Request specialty supplies at least one week in advance of your camp
- Have something to do for students who finish ahead of other students. You WILL have some kids who will finish faster than other kids and will need something to do. Do not send them out to the manager.
- No Crafts! Ask yourself if a student could do this art project at home by themselves. If the answer is yes, don’t do it. (Paper plates, handprints, construction paper and low-quality projects).
- Do not use coloring pages.
- Always have a back-up project ready to go. If you have 45 minutes or more left in the day, start a new project. Do not use coloring pages or art crafts during this time. If less than 45 minutes, then clean up and use the time to play a game or activity.
- Use a variety of art mediums including watercolor, acrylic, oil pastel, canvas, 3-D projects, watercolor pencils, pastels, colored pencils, homemade scratchboards, etc. Do not use computer paper. Use nicer quality paper. Projects done on computer paper are considered sketches, not do not count as finished camp projects. Parents pay a lot for

camps and want to see quality materials and good results in their student's artwork.

- Avoid repeating the exact same projects from camp to camp. You are welcome to do the same type/style of project with a new spin. We have lots of returning students that take more than 1 camp during summer and we don't want them to repeat the same project twice. **This is one of the reasons it is vital that you turn in your lesson plans to your manager 1 week ahead of time, so that repeat projects can be avoided!**
- Do not use kiln-fired clay for any camp unless it is designated as a ceramics camp (We don't have enough room in the kiln during summer camp season)
- You are responsible for keeping track of your student's artwork. Keep student artwork organized using personal portfolios and designated storage areas.
- Have students write their names on the back of every project before they start the project. It's very hard to figure out whom the project belongs to when Friday rolls around. This will save so much time for you.
- Send finished artwork home the day it is completed to prevent projects from being lost or damaged.

## Camp Project Requirements

Be prepared to teach 2 art projects per day during camps, unless it is a Teen camp. The teen projects are bigger and more detailed so they can last multiple days. Here is an example of what to plan for should plan for any 5-Day camps, like Summer Camps.

Lesson plans for 5-Day camps should include ten (10) primary art projects plus two (2) additional backup projects in case projects are completed faster than expected or schedule adjustments are needed. Check the lesson plans on the website for 5 pre-selected camp projects. Feel free to adapt them and make them your own! Also, check out the Lesson Plan Library for extra projects or ideas.

A typical 5-Day camp should include:

- 3 Acrylic Painting Projects
- 3 Watercolor Projects
- 1 Drawing Project (colored pencils)
- 3 Projects Using Other Mediums (such as oil pastel, chalk pastel, scratch art, printmaking, mixed media, etc.)

If the camp title does **not** include the words "**Clay**" or "**Pottery**," teachers should **not** include clay projects in that camp.

**Teacher's Choice** projects should provide variety and expose students to different art mediums, techniques, and creative experiences. Teachers are encouraged to diversify projects, so students have opportunities to explore a wide range of artistic materials and processes throughout the camps.

## Be Prepared for Last Minute Student Registrations

Always be prepared and set out enough supplies for at least two (2) additional students beyond your expected camp enrollment. Having extra supplies ready helps accommodate

last-minute registrations or project mistakes.

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Teachers Name

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Teacher's Signature

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Date