

School and Teacher Programs Assistant (PAAC Foundation Employee)

POSITION DESCRIPTION

The School and Teacher Programs Assistant provides administrative, teaching, and logistical support for the Art Center's K-5 school programs—Project Look which engages over 5,000 school children and generates \$24,000 annually, and the artists-in-the-schools program Cultural Kaleidoscope (CK) which engages 500 school children and 20 classroom teachers in Palo Alto Unified and Ravenswood City School Districts each year.

Program Support:

- Purchases, organizes, and distributes supplies for CK teaching artists to ensure they have the materials they need to successfully teach their classes.
- Provides administrative support, including coordinating transportation logistics for CK fieldtrips.
- Visits CK classrooms in Palo Alto and East Palo Alto to support art instruction, promote communication between teachers and artists, and prepare students for their visit to the Art Center.
- Leads CK Collaboration Day fieldtrip activities and exhibition tours to foster connections between students from diverse backgrounds using integrated arts education as the link.
- Collects artwork from CK classrooms and prepares artwork for the installation of student art exhibition.
- Assist in documenting CK program activities by taking photographs and contributing written observations.
- Coordinates buddy letter program between Palo Alto and Ravenswood classrooms to foster friendships and empathy among students.
- Provides administrative support to Project Look to ensure efficient operation of program.