Para-Professional Welcome Letter: 2014

Welcome to the art room!

I am excited to have you become a valued member of our class for the year. The art room can be a very fun, exciting, and overwhelming place. I am glad that __________ will have your support to navigate the classroom and assignments. My goal is to have him/her be as independent as possible.

When working on an art project with ________, please keep the following tips and resources in mind:
1. Art is about the process as much as the product.
2. Ask probing questions, give choices, but don’t make artistic decisions for the student.
3. Do not intervene with fine motor skills, allow the work to be 100% the students within reason. If we, as a team, find the project is not developmentally appropriate, let me know so I can make accommodations first.
4. I welcome suggestions from you on any additional techniques or tools I can use to help __________ grow and learn to his/her greatest potential. I may have the art education background, but you REALLY know your student and we will have to work together to make things work best for him/her.

I have designated a special blue tub for materials and extras for your use in art class. This will be kept on the counter behind my desk. I have cleared the top of the materials shelf on the North wall for you to use as a desk/note taking area and to keep any extra supplies you need.

The routine of the class will be as consistent as possible (Example schedule: students arrive, I provide some instruction and discussion time, the students work on the current project, closing discussion time, clean up, and head off to the next class). If there will be any major changes to the schedule, or lesson plan for the day, I will provide the information about the change to you with as much notice as I can, so you will be able to give __________ some advance preparation for the change.

Our working together will be most effective for __________ with open lines of communication. Please feel free to reach out to me any time either through email, phone or schedule a time to sit down together.

   My Email: ______________
   My Phone #: ______________

I thank you in advance for all your hard work!

Sincerely,

Mrs. B