

Analysis Information	
Stated Problem	Fine Arts staff unsure of policies and procedures, using Fine Arts Coordinators time to help 95 staff members.
Goals	Increase staff confidence in daily policies and procedures, giving Fine Arts Coordinator 25% more time to complete job-specific tasks.

Current Performance & Observations	
Current Performance	Learners have varied knowledge on policies and procedures, with new staff having none, and some veteran staff still using outdated forms and following outdated procedures. Staff are often asking for assistance from Fine Arts Coordinator for basic tasks.
Observations	Confusion on changing policies and administrative staff. Tasks that are completed less often are forgotten in between. Different staff are using different procedures and forms, confusing new staff as well.
Conclusions	There are no clearly outlined current policies and procedures with updated forms available to all Fine Arts Staff, causing confusion and uncertainty, which is why the Fine Arts Coordinator is often involved.

Recommendations	
Non-Training	Resource Repository of “hub” for all information to be available to all Fine Arts Staff in one place, with capabilities to integrate lists and forms that will be updated in the Hub as they are updated in the district.
Training	Training for new staff during new teacher orientation days. Training videos for more complicated tasks available in the “Hub”.