

ATLANTA PUBLIC SCHOOLS
Teaching and Learning

Guidelines and Expectations for Elementary Combined Instrumental Supplement

Elementary instrumental teachers who receive a supplement are expected to:

1. Organize the most advanced students from each of my schools into a single ensemble (band or orchestra).
2. Begin rehearsals no later than the first week in October.
3. Rehearse the ensemble a minimum of once per week after the regular school day for a period of at least an hour.
4. Work toward the goal of a balanced instrumentation.
5. Keep principals, music coordinator, and parents informed of day, time, place of regular rehearsals, and changes in scheduled rehearsals.
6. Communicate to the music coordinator teacher needs for materials, supplies, instruments, and repairs of instruments in accordance with established budgetary and purchasing procedures.
7. Plan and submit a rehearsal schedule (day and time) and calendar of performances, which includes winter holiday programs, PTSA or other community/school related functions, evaluation festivals, and APS honor groups, by the **second week in August** of the school year.
8. Prepare talented students for participation in special events (solo/ensemble performance evaluation, large group performance evaluation, elementary clinics, and APS honor groups).

I understand the responsibilities and expectations that are outlined above and agree to complete them. I understand that my school principal will evaluate my completion of these responsibilities and expectations during my annual evaluation conference. I further understand that my site rehearsal principal may recommend that supplemental pay be reduced / denied for failure to render student services.

Instrumental Music Teacher (Print Name)

Instrumental Music Teacher's Signature

Instrumental Music Teacher's SSN

Instrumental Music Teachers Lawson ID Number

_____/_____
Rehearsal Site (School) School Code

Rehearsal Site Principal's Signature

READ AND COMPLETE PAGE TWO OF THIS DOCUMENT

**ATLANTA PUBLIC SCHOOLS
Teaching and Learning**

**Guidelines and Expectations for Elementary Combined Groups
Band and Orchestra Supplement Placement**

BEGINNING LEVEL	INTERMEDIATE LEVEL	ADVANCED LEVEL
Minimum group size of 20	Minimum group size of 35	Minimum group size of 40
Performs music at or above standard elementary literature (such as Kinyon or Caponegro arrangements)	Performs music at or above GMEA Level I	Performs music at or above GMEA Level II
Minimum of one rehearsal outside of regular school hours, beginning no later than the first week of October.	Minimum of one rehearsal outside of regular school hours, beginning no later than the first week of October	Minimum of one rehearsal outside of regular school hours, beginning no later than the first week of October
Minimum of two performances per year: i. e., performance evaluation (festival), spring concert	Minimum of three performances per year: holiday, performance evaluation (festival), spring concert	Minimum of three performances per year: holiday, performance evaluation (festival) and two additional performances

I understand the responsibilities and expectations that are outlined and agree to complete them. I understand that my site rehearsal principal will evaluate my completion of these responsibilities and expectations during my annual evaluation conference. I further understand that my site rehearsal principal may recommend that supplemental pay be reduced / denied for failure to render student services.

Instrumental Music Teacher (Print Name)

Instrumental Music Teacher's Signature

Group Level

Rehearsal Site Principal's Signature

***SUBMIT THESE GUIDELINES AND AGREEMENT TO THE MUSIC OFFICE BY FAX
(404-802-1601) OR IN PERSON NO LATER THAN THE FIRST FRIDAY IN SEPTEMBER***