

**ATLANTA PUBLIC SCHOOLS
Teaching and Learning**

Guidelines and Expectations for Middle School and High School Choral Supplements

Middle school and high school choral teachers who receive a supplement are expected to:

1. Rehearse performing chorus or special ensemble a minimum of **once per week after the regular school day for a period of at least one hour.** This scheduled time includes periodic sectional rehearsals. Rehearsals are expected to begin no later than the first week in October, and extend throughout the school year until May.
2. Keep principals, music coordinator, and parents informed of day, time, and place of regular rehearsals, and any change in rehearsals.
3. 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, All-State events, Governor’s Honors Program, and APS honor groups by the **second week in August** of each school year.
4. Administer the maintenance of uniforms, equipment, instruments, piano tuning, and yearly inventory.
5. Attend approved meetings and inservice which may be arranged by music coordinator.
6. **Prepare the chorus for, and participate in, the GMEA Performance Evaluation. *This is not an option.***

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

Choral Music Teacher (Print Name)

Choral Music Teacher’s Signature

Choral Music Teacher’s SSN

Choral Music Teachers Lawson ID Number

Rehearsal Site (School) / School Code

Principal’s Signature

***SUBMIT THESE GUIDELINES AND AGREEMENT TO ymporter@atlanta.k12.ga.us
OR BY FAX (404-802-1601) NO LATER THAN THE SECOND FRIDAY IN AUGUST***