

ATLANTA PUBLIC SCHOOLS

Teaching and Learning

Guidelines and Expectations for High School Instrumental Supplement

High school instrumental teachers who receive a supplement are expected to:

1. Organize the most advanced students into ensembles for performances of concerts, parades, evaluation festivals, school assemblies, and approved community functions.
2. Organize a marching band with the necessary auxiliaries for halftime performances at football games and parades in the community. **Auxiliary units, though supervised by auxiliary sponsors, remain the responsibility of the band director.**
3. Begin rehearsals early enough to give a representative performance for the first football game.
4. Rehearse performing groups after school on a regular schedule that will enable them to make a representative presentation at all time.
5. **Prepare students for participation in the GMEA Performance Evaluation, GMEA Solo/Ensemble Performance Evaluation, Governor's Honors Program, All-State events, APS Honor Band, and APS Marching Band Exhibition. *This is not an option.***
6. 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.
7. Inform principals, music coordinator, and parents about rehearsals, performances, and registration deadlines of pertinent music events.
8. Organize parent organizations to facilitate the delivery of services to the students and the organization where the need exists.
9. Administer the maintenance of uniforms, equipment, instruments, repairs, and yearly inventory.
10. Perform for such functions that the principal deems necessary, such as graduations, baccalaureate, etc.
11. Attend approved meetings and inservice which may be arranged by music coordinator.

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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.

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

Principal's Signature

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

*6/16/88 These Guidelines will be in effect (beginning with the 1988-1989 school year) until revisions are deemed necessary.
Revised 9/01. Retyped 3/06 for web site use.*