

**ATLANTA PUBLIC SCHOOLS  
Teaching and Learning**

**Guidelines and Expectations for Middle School Instrumental Supplement**

**Middle school instrumental teachers who receive a supplement are expected to:**

1. Rehearse the most advanced students in an ensemble a minimum of once per week after the regular school day. Regular section rehearsals that are held after school will also satisfy this requirement.
2. Work toward the goal of a balanced instrumentation.
3. Inform principals, music coordinator, and parents about rehearsals, performances, and registration deadlines of all pertinent music events. Changes to any of the above should be announced with advanced notice.
4. 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 the school year.
5. **Prepare the band/orchestra and participate in the GMEA Large Group Performance Evaluation. *This is not an option.***
6. Prepare talented musicians for participations in clinics, solo/ensemble performance evaluation, All-State events, and APS honor groups.
7. Administer the maintenance of uniforms, equipment, instruments, repairs, and yearly inventory.
8. Attend approved meetings and inservice which may be arranged by the music coordinator.

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](mailto:vmporter@atlanta.k12.ga.us)  
OR BY FAX (404-802-1601) NO LATER THAN THE SECOND FRIDAY IN AUGUST***