

New Teacher Staff Development - Orchestra

Curriculum Documents – how they are designed, where to find them, how to interpret them, what resources are available – and where

Orchestra Staff Lounge – link: <http://www.allenorchestra.org/stafflounge>

Lesson plans

Check with campus

Pacing calendar/timelines

www.allenorchestra.org/calendar

6th grade – 3 concerts (Oct pizz, Feb bow, April Grade 1) MS 3- Concerts (Fall, UIL, Spring)

Grading expectations/policies

At least 10-15 grades per 9 weeks. 50% weekly participation grade (music, instrument, and other materials). 50% weekly quiz/test. Written and/or playing. Skyward.

Budgets – how to request items and from who

- District Orchestra Budget - We have open PO's for Dallas Strings and Gilbert & Lawrence music. Use them for the majority of your purchases. Forward any invoices to David DeVoto.
- Orchestra Student Account (District-wide) - 461 00 5749 00 809 0 00 022. Send to David DeVoto (T-Shirts, Festival Payments, Pizza, etc...) for any PO requests. Ask company for quote/invoice so David can process the PO. Deposits to this account go to your campus – make sure you have our account number on the deposit slip!
- School Orchestra Budget – you may have an account with money from your individual campus. Requests go through your campus office.

Contacts – who to contact for help or questions

Go through David – FIRST! Calendar, Budget, Bus Requests, etc...

Secretary ?? –Jeff Turner. Calendar, Budget. District Travel

Susan.Fulk@allenisd.org Secretary for Performing Arts. Bus Requests (form on stafflounge)

Technology

<https://www.allenisd.org> – login for information

<https://citrix.allenisd.org> – network login

Share Drive/Fine Arts Share/OrchestraShr – files

Charms – check for login with head director

Smartmusic – login is head director email, password - violarocks

Classroom set up/classroom management

Play! When in doubt – play your instrument with students during team-teaching

District regulations as they pertain to your subject area or content

Make sure field trips are approved/scheduled with your schools. Field rip Form (for on stafflounge)

Communication expectations with parents

Twitter (preferred) username – allenorchestra, password – violarocks. Facebook Page (all are admins)

Initial Advisor “to-do” List - Here is our initial advisor to-do list of items and tasks that pertain to band, orchestra, choir or elementary teachers and should be addressed by advisors.

1. check calendar - www.allenorchestra.org/calendar
2. fees, auditions, trip information – have in handbook: specific to campus
3. uniforms – have in handbook: specific to campus (black/black?)
4. booster club relations - www.allenorchestra.org/boosters
5. professional organizations toda tmea - \$400 reimburse for the year/conferences
6. liability insurance (TMEA) – must have!
7. attend region meetings – Saturday, August 11, 2018, 10 am @ Allen HS
8. websites – www.region25orchestra.org this site has links to other websites
9. convention dates – TMEA February 13-16, 2019
10. TMEA audition dates and deadlines – check – www.region25orchestra.org
11. UIL dates, deadlines PML online –March 6-7, 2019 MS <https://www.uiltexas.org/music/pml>
12. discipline management – per campus. [Be sure to put comments in Skyward](#)
13. repertoire help for fall and spring – help each other! Check each other’s library before purchase. Past concert programs on Share drive in Concerts Folder
14. sight reading materials - help each other! Check each other’s library before purchase (AHS has past UIL sightreading materials – also in Share Drive)
15. instrument repair, rental, purchase – Dallas Strings, G & L. Open PO’s are in place. Make large combined orders, not many small orders when possible.
16. quality of instruments – always inspect instruments – communicate with each other. Update in Charms
17. assessment tools – Keep it Simple – Smartmusic assessments (www.allenorchestra.org/smartmusic) RUBRICS for playing tests, recording, grading is consistent. Be sure to add Written work (Theory). Worksheets available for 6th – 12th grade in Share Drive
18. Charms – All must be entered – finances, inventory, library, students, etc...update Deposit 461 Spreadsheet in Share drive after making a deposit. (Call Deposits date and item i.e. 0901T-Shirt)
19. solo and ensemble – students with private lessons SHOULD perform at this festival. Quartet Music available in Share Drive - Scores/Quartet Book Date: Saturday, April 27, 2019
20. performance concerns – main issues: posture, intonation, technique/tone quality. not grade level.
21. eligibility issues – eligibility calendar – make sure to get! David should get a copy
22. fundraising – turn in fundraising form to David ASAP
23. transportation policies and requests – send to David & Susan Fulk
24. class schedules, counselor help – V, NV, 2 Concert groups (7th).
25. parent meetings/ communication – email/call by 24 hrs.
26. make friends with administrators and counselors
27. class schedules – be flexible.
28. TMEA/UIL policies – follow! Join TMEA now!
29. concert etiquette – always remind and monitor at our AISD Concerts
30. keep a professional distance with students
31. activity accounts/financial policies – David...everything entered in Charms
32. Document everything! Phone Calls, accommodations, conferences, etc...