

I. MY FIRST TEACHING POSITION

A. *Music Educator*

1. Why did you select this profession ?
 2. What are your career goals ?
 - a) Public School
 - b) College
 - c) Administrator
 - d) Performer
 3. What are your professional responsibilities ?
 - a) Advanced studies/Graduate
 - b) Attendance at conferences, clinics, seminars, etc.
 - (1) Active participation in County, Region, State events
 - c) Membership in Professional organizations
 - d) Subscription to Journals
 - e) Develop Personal Library/resource materials
 4. Commitment
 - a) How many years/or is this a temporary situation ?
 - b) Long Range "Vision" - The Ideal Program
 5. Leadership
 - a) Professionalism
 - b) Appearance
 - (1) Grooming, clothes, shoes
 - c) Language/vocabulary
 - d) Personality
 - e) Attitude
 - (1) Cooperative with other building staff
 - (2) Understands the position of music in the total curriculum
 - (3) Constructive or destructive criticisms
 - (4) Humble, good judgment
- B. *Why band - orchestra - chorus in public schools ?*
1. Uniqueness from other disciplines
 2. Academic excellence
 3. An academic program, entertainment program, or service unit?

II. RESUME, CREDENTIALS

A. *Letter Requesting Application*

1. Form, grammar, sentences
2. Where did you receive the information pertaining to the job?

B. *Application*

1. Neatness, References
 - a) Typed or hand written (be sure handwriting is legible!!!)

C. *Resume*

1. Career plans
2. Professional performance (if any)
3. University performing organizations
4. Teaching/conducting experiences

D. *Credentials*

1. Grades
 - a) Strengths & Weaknesses
2. Letters Of Recommendation: Known and respected teachers, directors

3. Student Teaching Evaluation
4. School District & High School
 - a) Type and quality of your high school music program

III. INTERVIEW

A. *Appearance*

1. Poise
2. Confidence
3. Attire

B. *Speaking*

1. Ease
2. Clearly states ideas, philosophy, etc.
3. Sincere

C. *Reaction and Response to Questions*

1. Philosophy
2. Reasons for choosing a career in music education
3. Individual expectations for a quality music program
4. What qualities will you bring to this school district?
5. Awareness of the program and school system
 - a) Administration
 - b) Board of Education expectations
 - c) Students
 - d) Community, parents

IV. TEACHER RESPONSIBILITIES

A. *Ability to accept program responsibilities*

1. Organizational abilities - short & long range planning
 - a) See "B" - Program management
2. Leadership style & compatibility with other staff members
3. Ability to communicate - document & articulate program needs
 - a) Administration, Board of Education, Staff & Parents
 - b) Not easily swayed, persistent
4. Commitment to program values
 - a) Philosophy, direction, long range affects and effects
5. Commitment to School District & Program
 - a) Willingness to stay a minimum of 5 years or more
 - b) Long range career plans- what are the stepping stones?
6. Technology/computer skills and other electronic equipment

B. *Program management*

1. Scheduling - able to design a school schedule for your program
2. Curriculum design
3. Large Ensembles (Bands, Orchestra, Chorus)
 - a) A discipline just as any other- may be the one avenue of education for many students.
 - b) Our musical and artistic heritage are as important as scientific, historical, mathematical, or technological information.
4. Small Groups, sectionals
 - a) Small ensembles or sectionals may have to be scheduled after school hours.
5. Lesson program
6. Travel, festivals, state events, contests (good vs. bad)
7. Concert programming through curriculum design
8. Data collection and projection - enrollment

9. Ability to prepare articles for newspaper, radio/tv.
 10. Be aware of community political/power groups (if any).
- C. *Budget Development and Allocations*
1. Understanding District Budget
 - a) Analyze allocations
 2. Analyze Student enrollment
 - a) Compare with other departments (yearbooks)
 3. Understanding bidding process - writing bid specification for instruments
 4. Staffing
 - a) Increase enrollment - creates a larger audience to communicate program needs

V. DEVELOP RESOURCE MATERIALS...STUDY... LISTEN !

- A. *What books, materials, etc.?*
1. Publications available from state education department, MENC.
 2. Text books pertaining to program development, organization, etc.
 3. Text pertaining to philosophy, performance, teaching techniques.
 4. Understanding and knowledgeable about school issues.
 5. Recordings of outstanding "honor" bands, university bands, military bands.
 6. Attend Regional, State, and National Conferences.
 7. Continue Education - summer clinics, workshops, grad. studies, etc.

VI. RECOMMENDATIONS

- A. *Are you prepared to meet the challenge ?*
1. Why did you choose music education ?
 2. What is the purpose and value of music study in the public school ?
 3. How important are performing organizations ?
 4. Describe your "Dream or Ideal" program.
 5. Treat the students with respect and create values.
 6. Don't "Screen or Test Out" students from your program.
 7. Music is a language which EVERY child has a right to learn !
 8. Present the unique qualities and values of your program to parents.
 9. Don't expect the administrator to tell you how to run or organize a music program.
 10. Find out as much as possible about the school district before signing a contract.
 11. Become aware of the "HONOR" Music programs in the area/region.
 12. Create an audience... create a desire for everyone to attend your performances !
 13. Programs are NOT IDEAL - YOU develop the ideal situation.
 14. Your program will only be as good as you are, nothing more !
 15. Expect to work long hours - don't expect an 8 to 3 job.
 16. When the "going" gets tough - don't QUIT !
 17. Don't complain or blame others or students for not being successful.
 - a) Walter Beeler: "I want to hear the reasons for success, not the excuses for failure."
 18. Read, Travel, OBSERVE, "Pick the Brains" of EXPERIENCE & Listen.. Listen !
 19. Remember...SOMEONE must build a program...You are the only person that can create the IDEAL program !
 20. Know your strengths and weaknesses !
 21. Be yourself - let the music of your soul direct you !

VII. FINALE...

A. *Knowledge = Teacher attitude = student attitude = program excellence = parent support = district support = worthy, meaningful educational experience = future consumer of the arts!!!!*

The Midwest Clinic

An International Band and Orchestra Conference



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“How do I find it and what will they expect of me?”

For College Students and Beginning Teachers: This clinic will examine how to search for a position that will fit your talents, strengths, interests, and goals.

Richard Crain & Edward S. Lisk, Clinicians

Friday, December 20, 2002

4:30 - 5:30 PM

Windsor Room

Congress Plaza Hotel