



GISD Private Lesson Policies & Procedures

******For 2021-2022, private lessons may return to the in-person/on-campus format. This decision is subject to change, depending on local health circumstances. Directors and private lesson instructors are responsible for maintaining appropriate distancing and other safety measures during lessons.******

Application Procedures

- Contracts should be completed by the campus Director/Teacher and the potential Contracted Staff (CS) employee on an annual basis. The campus Director/Teacher will initiate the contract process, and all decisions to extend contracts are at the discretion of that campus Director/Teacher.
- The potential CS employee should complete the Contracted Staff Application found on the GISD website.
- A copy of the completed contract must be sent to the Fine Arts Office first for approval by the Director of Fine Arts.
- The Fine Arts Office's receipt of the contract and the applicant's completion of the online Contracted Staff Application begins the background check process.
- The Fine Arts Office will then send the contract to GISD Human Resources.
- GISD Human Resources will notify the potential CS employee of receipt of the contract, once the background check has been cleared.
- All additional forms should be submitted by the potential CS employee directly to GISD Human Resources.
- When this process is complete, HR will provide the CS employee a badge that verifies completion of the process. This badge must be worn at all times when working on GISD campuses or assisting at GISD events.
- All CS employees should check-in/sign in at the campus office or with the campus receptionist before beginning any work on that campus.

Program Expectations

- Start lessons in a timely manner and end on time in order to ensure that students are on time to other classes.
- Use materials that supplement the band/orchestra/choir program, but not necessarily their assigned parts for that class.

- Emphasize music literacy and avoid rote teaching.
- Help students establish a practice routine and teach them how to practice effectively.
- Assist students with the maintenance of an individualized practice record and keep your documentation for future lessons.
- Support and reinforce the priorities and goals of the program and its directors. Avoid contradicting instruction from the program unless given permission.
- Assist in building and maintaining a program that attracts students from our vertical team and the surrounding community by stimulating student interest and maintaining a positive learning environment.
- Assist in building and maintaining a successful program that provides for maximum student participation in a wide variety of activities.
- Monitor innovations related to pedagogy and literature in your field, evaluate all current practices and activities and recommend program improvements.

District Expectations

- Punctuality and attendance impact student performance. Notify students, parents, and GISD program faculty in the event of an absence. Excessive absences, tardiness, and/or lack of appropriate communication regarding absences may negatively impact future private lesson contract eligibility with GISD.
- Wear a GISD ID badge at all times when you are on campus.
- Establish and maintain open communication with students, parents, faculty, and administration.
- Issue invoices for lessons and maintain financial records of payments.
- Conduct yourself in a professional manner with students, including dress, language, and social media.
- Promote a favorable image and bring positive recognition to students, program, campus, district, and community.
- Comply with all district and campus-specific rules and regulations.
- Maintain strict adherence to all FERPA (Family Educational Rights and Privacy Act) guidelines and requirements. For more information about FERPA, please see

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.htm>.

Curriculum

Fundamentals	Skills	Literature
<ul style="list-style-type: none"> ● Instrumental and vocal tone production and characteristic sound ● Embouchure ● Posture 	<ul style="list-style-type: none"> ● Technical facility ● Range ● Flexibility ● Articulation/Diction ● Vibrato ● Counting and pulse 	<ul style="list-style-type: none"> ● Method books ● Etudes/Region Music ● Solos ● Chamber Music ● Duets ● Sight Reading

<ul style="list-style-type: none"> • Hand position • Equipment 		
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Pay Scale

Level of Education/Experience	Rate
No Degree	\$18 per 30 minute lesson
Bachelor's Degree	\$22 per 30 minute lesson
Master's Degree or Bachelor's Degree plus 3 yrs private lesson experience	\$24 per 30 minute lesson
Doctorate, Master's Degree plus 5 years private lesson experience, or Bachelor's Degree plus 10 years private lesson experience	\$26 per 30 minute lesson
Masterclass/Small group instruction	\$50 per hour