

Title: **Organizational Tools for the Motivated Music Director**

Midwest Clinic Handout- Michael Oubre

misteroubre@gmail.com or michaeloubre@pickenscountyschools.org

Thursday, December 16, 2021 4:30PM Room W185



The Six Strategies for Successful Administration of a Music Program:

1) Begin with intent!

- Organizing tips for the year and long-term planning
- Building the master calendar
- Syllabus and topic lists

2) Build strong relationships

- Working with students
- Working with administration
- Working with the community
- Working with athletics
- Working with the school staff
- Working with parents and boosters

3) Optimize your environment

- Shaping the environment of your band room
- Technology

4) Work Your Plan. Use your time to get done what needs to get done.

- Daily:
 - Necessary parts of the school day.
 - Conflicting schedules
 - Daily tasks
- Weekly:
 - Inventory control
 - Weekly reminders
- Monthly:
 - Are you ready for what is next on the calendar?
 - Keeping lists of things you need!
- Yearly:
 - Budget submissions
 - Ordering for next year
 - Community events and needs
 - Bookings for school-related trips
- Helpful tools:
 - Google Drive, Dropbox, iCloud
 - Keep a running list of band needs

5) Let go. Make your program run efficiently

- Empower your students.
- Delegation to your booster club or parent group.

6) Curate your curriculum

- Beg, borrow, and steal
- Be prepared for class
- Lather, rinse, do not repeat

Google Drive Link to this handout and slides from the presentation:
<https://tinyurl.com/2rh32jns>