

Success Through Professionalism

a presentation for

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by

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BEING A PROFESSIONAL is a way of life. It matters not whether you have the best or worst job. Facilities do not matter, nor does salary. What does matter is **HOW** we approach our work.

Why is it that in the teaching world, we are rarely referred to as professionals?

What can be done to improve the quality of our profession?

This presentation will focus on some fundamental issues and questions that prevent us from being a professional, or prevents us from having a **SUCCESSFUL MUSIC PROGRAM**. In addition, certain ideas will be shared that will help you transfer your professional attitude into professional action.

Outline of Presentation

- I. Fundamental Beliefs
- II. Your Role as a Member of a School Faculty
- III. Your Ability To Communicate
- IV. Your Philosophy
- V. You
- VI. Working As a Professional Educator
 - In The Classroom
 - Out Of The Classroom
- VII. General Strategies

I. FUNDAMENTAL BELIEFS

- The Golden Rule
- Make the Boss Look Good
- Never Admit Defeat
- Care Enough To Insure Quality
- Success Comes in "Cans" not "Cant's"
- Actions Speak Louder Than Words
- Dream, Believe, Achieve

II. YOUR ROLE AS A MEMBER OF THE SCHOOL FACULTY

- You Are One Of Many
- Making People Feel Special
- Being Special By Not Being Special
- Know That Not Everybody Likes Bananas
- Your in a *NEW* ensemble now!
- Play by the rules

Your Role As A Member of the Faculty...

- Getting Along With "Coach"
- Supporting Others' Activities
- Your Boss is **THE** Boss ... Not Your Buddy

III. YOUR ABILITY TO COMMUNICATE

- People Can't Read Minds
- People Don't Like Surprises
- Saying What You Mean
- Image Of Your Communication...
What Are You REALLY Communicating?

Different Forms of Communication

- Formal and Informal
- The Written Word
 - Use Proper Grammar
 - Check Your Spelling
 - The Spoken Word
 - Clear Thoughts
 - Appropriate Language
- Non-Verbal Language

IV. YOUR PHILOSOPHY

- Your Beliefs Relative To Your Profession
- Sharing Your Beliefs – Living Your Beliefs
- Is Your Philosophy In-Line With Professional Standards
- Losing The Battle and Winning The War

V. YOU

- Your Appearance
 - Clothes
 - Personal Hygiene
- Your Workplace
 - Room
 - Office, Desk, Accessories
 - Tools

VI. WORKING AS A PROFESSIONAL EDUCATOR... IN THE CLASSROOM

- Clearly Defined Class Rules
- Are You Prepared With Your Lesson
- Being On Time
- Clearly Defined Goals and Objectives
- Proper Balance To Lesson
 - Warm-Up • Tune-Up
 - Objective • Review • Evaluation
 - Announcements & Other Business

A PROFESSIONAL EDUCATOR... IN THE CLASSROOM

- Methods of Evaluation/Assessment
 - Teachers & Colleagues
 - Students
 - Supervisors, Colleagues, Clinicians and Adjudicators
- Other Classroom Activities
 - Sight-reading
 - Listening To Recordings
 - Watching Video Tapes

**A PROFESSIONAL EDUCATOR...
IN THE CLASSROOM**

- Time On Task
 - Playing Instrument / Singing
 - Teaching Students To Listen To Each Other
 - Practicing VS Rehearsing
 - Teaching A Section To Work While Working With Another Section
 - NO TALKING

- Be Flexible and Be Consistent

VII. WORKING AS A PROFESSIONAL EDUCATOR...OUT OF THE CLASSROOM

- Organization Tasks
 - Planning
 - Calendar
 - To-Do List
 - Files
 - School Stored / Active
 - Personal
 - Tickler
 - Correspondence
 - Handling Your Mail

A PROFESSIONAL EDUCATOR...

<ul style="list-style-type: none"> ■ Room Management <ul style="list-style-type: none"> ■ Music Storage ■ Instrument Storage ■ Chairs, Stands ■ Percussion ■ Podium ■ Trash ■ Bulletin Boards ▶ 	<p>Bulletin Boards Do they support your philosophy? Scholarship Notices Upcoming Events Letters of Thanks News Articles Pictures, Posters, Etc. KEEP IT CURRENT</p>
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**A PROFESSIONAL EDUCATOR...
PUBLIC RELATIONS**

<ul style="list-style-type: none"> ■ Logo ■ Stationary <ul style="list-style-type: none"> ■ Letterhead, Envelopes, Business Cards, Notecards ■ Press Releases ■ Media Kits ■ Newsletter ■ Pictures, Pictures... 	<ul style="list-style-type: none"> ■ Mailing Lists ■ Clothes & Other Items ■ Senior College Letter ■ Correspondence ■ e-mail ■ Telephone ■ Networking
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A PROFESSIONAL EDUCATOR...

- Recruitment
- Parent Groups
- Music Library
- Equipment Inventory
- Check Out & Return Procedures
 - Music, Uniforms, Instruments, Accessories
- Financial Matters
 - Purchase Orders, Money Collections, Deposits, Account Ledger, Budgeting

A PROFESSIONAL EDUCATOR...

- Performances
 - Communication With Those Involved
 - Bus, Set-Up, Timetables, Programs
 - Custodians
- Fundraising
 - Strategies
 - Planning, Execution, Closure and Evaluation

A PROFESSIONAL EDUCATOR...

TRIPS

- Planning & Organization
- Preparation
 - Artistic, Financial, Social
 - Get the Participants Mentally Ready
- Chaperones
- Trip Book - A Formal Communication of Expectations
- Execution
- Evaluation, Follow-up & Closure

VIII. GENERAL STRATEGIES

- Dovetail Tasks When Possible
- Don't Waste Time
- Only One Thing At A Time
- The Show Will Go On Without You...
But It Helps If You Have A
Substitute File