

WELCOME TO NEISD FINE ARTS

PRIVATE LESSON TEACHER ORIENTATION



AGENDA

- Required Documentation
- Communication Expectations
- Teaching Role
- Liability Insurance
- Signed Agreement
- District Contacts

REQUIRED DOCUMENTATION

- Each year, all private lesson instructors must complete the “Private Teacher Affidavit”
 - Email completed form to Director of Music Programs, Philip Flynn- pflynn@neisd.net
 - Director of Music Programs will complete the bottom of the form (signature portion) upon receipt
 - Completed form with signature will be sent to the NEISD H.R. Dept. for processing.
- Returning private lesson instructors are not required to be fingerprinted as long as there has been NO lapse in service years.
 - If a private lesson instructor leaves the district and returns after one or more years, he/she will be required to be fingerprinted upon their return.

COMMUNICATION EXPECTATIONS

- Lesson expectations **MUST** be shared (in writing) with students, parents, and campus music directors.
- Payment procedures **MUST** be made clear (in writing) and provided to students, parents, and campus music directors.
- Lesson Cancellation Policy **MUST** be shared (in writing) with students, parents, and campus music directors.
- Student lesson materials are the responsibility of the student.
- It is highly recommended that you do not teach private lessons without the campus director(s) on site.

TEACHING ROLE

- All private lesson instructors **MUST** follow the NEISD Private Lesson Instructor Code of Ethics and Standard Practices
- Proper modeling on the instrument – student health must remain a priority in order to ensure long-term success.
- Private lesson instruction **MUST** parallel instruction as provided by campus directors.
- Recital programs are encouraged on campuses (arrangements should be made with campus directors)
- Consistent communication with students, parents, and campus director(s), regarding student progress, practice habits, preparedness, etc.

LIABILITY INSURANCE

- All private lesson instructors are highly encouraged to purchase liability insurance through the Texas Music Educators Association or other reliable association or company.
- TMEA Liability Insurance costs only \$30.00 annually
- For more information, please visit the TMEA website at www.tmea.org
 - Links to this information is also available on the NEISD Fine Arts Website in the “Music” folder. Please see your orientation packet for instructions on how to navigate our website to find this information.

AGREEMENT

- Please complete the NEISD Private Lesson Agreement which has been provided to you today. By signing this agreement, you acknowledge the following:
 - You agree to work within the guidelines and expectations outlined by the school district policy pertaining to private lessons, those guidelines and expectations outlined during this, the private lesson instructor orientation meeting, and those guidelines and expectations outlined by the campus.
 - You confirm you have received a copy of the “Code of Ethics and Standards”
 - You have completed ALL documentation as required by NEISD to perform instructional duties on district campuses.
 - You have received information regarding the purchase of personal liability insurance prior to facilitating private lesson instruction on NEISD campuses.

DISTRICT CONTACTS

Philip Flynn

Fine Arts Director of Music Programs

pflynn@neisd.net

Julie Shore

Executive Director of Fine Arts and Student Activities

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