

So You're The New Sheriff in Town.....Now What?

TBA Convention, July 28, 2008

Presented by Jeff Bradford jeff.bradford@risd.org

Fine Arts Coordinator, Director of Bands

Lake Highlands High School, Richardson ISD

First 5 points to address

1. Staff
2. Meet the crowd and win the crowd
3. Who's who in your district
4. Marching Show
5. Communication

Staffing

- Communicate with current staff, individually and as a group
- Set up at least 3 meetings with the staff to go over the "getting to know you" phase
- Address staffing vacancies
- Post on all major boards:
 1. www.theyellowboard.com
 2. www.tmea.org
 3. www.atssb.org
 4. www.texasbandmasters.org
- Set your expectations early and put them in writing
- Don't give firm answers until you have surveyed all possible info

Marching Show

- Is there a show currently in place?
- Is there music and drill already finished?
- Show concept and staff to teach it? Guard, percussion, drill techs.....
- Is there software available to view the show? Finale, Pyware, Sibelius.....
- Marching supplies
 - ✓ Lone Ranger that works with headset
 - ✓ Charger that works for Lone Ranger
 - ✓ Podiums are functional safe
 - ✓ Drill books, markers, and belts are ready

Student Leadership Team

- Have leaders already been chosen? If not, wait until after the first week of August camp. It will no doubt be unbiased.
- Meet with team and discuss traditions, past expectations, band hall duties, and rehearsal strategies
- Communicate the expectations of each leadership position

Facilities maintenance

- Is the band hall in good shape? Repairs needed?
- AC works and scheduled correctly for summer needs
- School email is set up, or a temporary email account
- Internet and phone is up and working
- Security codes necessary
- Keys to all needed entrances
- CHECK INVENTORY STATUS WITH AN ADMINISTRATOR

Develop quality relationships

- Principals
- Custodians
- Head of maintenance
- Other fine arts staff
- Head football coach
- Drill team director
- Lead executive assistant in the front office

Booster Club

- Status of current booster club
- Plan a “get to know the new guy/gal” meeting and information session
- Meet with the president informally
- Meet with the executive board
- Review the last 3 years budgets

Be a contributing member of your campus faculty

- Yes, you have to go to in-service and faculty meetings
- Win over your peers ASAP
- Teachers love luncheons that are free, plentiful, and hosted by kids
- Be visible in the hallways and at school events
- Show off your program and your students talents

Meet the members

- Have the boosters put together an ice cream or hot dog social to meet parents and students
- Talk about your excitement for being at this new school
- Research traditions and history of the band program before you speak
- Be positive of the future and respect the past
- Give small bits of personal info as this helps students and parents bond to you more quickly

Calendar for fall and spring

- Is there one currently in place
- What is on the district calendar and the campus calendar
- Check other fine arts and athletic events as well
- TMEA, ATSSB, and UIL dates
- Testing dates—SAT, ACT, TAKS....

Communication is key

- Does the band have a website
- How does information get out; snail mail or email
- Is there a phone tree set up
- Does everyone use email parents and students

Scheduling and dealing with counselors

- Who are the counselors
- What is their email and telephone go meet them ASAP
- Set up a contact document for storing all of their info; excel or something
- What band classes are setup
- What periods do they meet
- Scheduling flexibility at the semester break and between periods
- Can you get a print out of who has signed up for band so far
- Have band auditions already been done
- When do they counselors prefer to have students names, ID's, and band assignments

General

- Find a multiple year calendar and write down things that occur year to year. Traditions, pep rallies, parades, events, and needs. Write down the good and bad of each day. After a year, you will be amazed at how much help that calendar becomes.
- When creating flyers and informative sheets, save them to your computer and use them year to year. Hard copies are always good, but e-files are the best!
- Keep a log of each month when entering a new job. Keep it right next to your phone or computer. Use it for the little things you know you will forget about in a month or a year. The time you spend now will pay off for years to come!
- It's ok to make mistakes throughout the year. It's not ok to make them year after year.
- Always surround yourself with positive people who know the program and its traditions. Find a mentor teacher that knows the band program or at least understands. Positive people, who want you to succeed, will be the ones that get you through the tough months.
- **YOU DON'T HAVE TO CHANGE IT ALL OR FIX IT ALL IN THE FIRST YEAR!**
- **PATIENCE AND PERSISTANCE ARE YOUR KEYS TO SUCCESS!**

Special Thanks to:

Greg Hames—ideas and information

Dr. Brad Kent—ideas and information

Renee Cantrell--proofreading

Kylee Bradford—Power point