



Communicating With Administrators: “Dealing with the Dark Side”

CLINICIANS:

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Communicating with Administrators

Priorities of Administrators

Be organized in your planning and communicate often.

Be “Parent Friendly” in communication and all aspects of your program.

Your program should be student centered.

Learn to handle all money matters effectively (especially activity and booster accounts)

Work with others in the department on a friendly basis.

Work with people in facilities and calendars efficiently.

Misconceptions to Avoid

Music teachers are “artsy” and do not see the big picture.

They do not interact with other departments.

TEKS is not related to their content.

Do not understand “common sense” issues.

How to Communicate with Administrators

Know when to approach administrators-timing is everything.

Be Pro-Active if a problem arises.

State your issues or problems in an organized manner.

Leave emotion out of the equation.

Share Good News

Email and Texting are Dangerous Things.

Suggestions

Get out of the rehearsal room.

Attend Faculty Meetings

Meet all Dept. Chairs

Serve on Committees

Understand School District and State Issues

Work to get Administrators involved hands on in your program.

Remember: "Decisions are made by People Who Show Up"

Be Professional

Be Professional with Administrators and Parents

Do Not Gossip, especially online.

Do not post school issues on Facebook.

Do not draw conclusions without evidence or facts.

Do not communicate serious matters while emotional

Common Sense

Always return calls promptly.

Put yourself in administrator's position.

Do not back yourself into a corner with ultimatums.

Take the high ground.

Treat peers with respect.

Educate Your Administrators

Send Advocacy Materials to Them.

Invite them to contests and festivals

Explain to them what you are teaching.

Advocate cross curriculum teaching.

Invite them to banquets and activities, trips are great.

Show them judge's comments and the TMAA rubric