



Continuing Teacher Educator Development Subcommittee
Job Description

The American Orff-Schulwerk Association is a professional organization of educators dedicated to the creative music and movement approach developed by Carl Orff and Gunild Keetman.

The AOSA Mission is:

- To demonstrate the value of Orff Schulwerk and promote its widespread use
- To support the professional development of our members
- To inspire and advocate for the creative potential of all learners

Our Core Values are:

As music and movement educators dedicated to the creative music and movement approach developed by Carl Orff and Gunild Keetman, we believe that:

- Every learner deserves the opportunity to actively create, improvise, sing, play, move, speak, and listen.
- Every learner should experience music and dance from cultures represented in both our diverse American society and the larger global community.
- Every learner deserves a passionate, committed music educator who values the importance of active music making.
- Every Orff Schulwerk educator deserves high-quality opportunities to improve their pedagogy and musicianship through active, collaborative professional development.
- Every Orff Schulwerk educator should cultivate the creative potential in all learners.
- Every AOSA member deserves opportunities to engage in open and constructive dialogue regarding the future and well-being of their chapter and the national organization.

AOSA Diversity and Inclusion Statement:

AOSA is committed to supporting a diverse and inclusive membership, promoting an understanding of issues of diversity and inclusion, and providing teaching and learning resources that respect, affirm, and protect the dignity and worth of all.

The Continuing Teacher Educator Development (CTED) Subcommittee is a standing Subcommittee of the National Board of Trustees (NBT) of the American Orff-Schulwerk Association. CTED is connected to the NBT through the Curriculum and Instruction Committee, a standing committee of the NBT. The Chair(s) of Curriculum and Instruction is the official liaison between CTED and the NBT. All activities of this subcommittee will be coordinated through the AOSA Curriculum and Instruction Chair(s).

Our mission is to encourage continuing education and professional development for teacher educators.

The tasks of this committee are:

- To collaborate with AOSA personnel regarding professional development sessions at conference including: Roundtable for Endorsed Teacher Educators and Teacher Educator Continuing Education Sessions
- To develop with AOSA personnel virtual learning opportunities for teacher educators' continuing education, including content areas, special topics, and session presenter recommendations addressing the effective and efficient implementation of the AOSA TE Curriculum.

Timeline

July

- Review copy of CTED Job Description and the Subcommittee handbook
- Contact CI Chair(s) with any questions

August

- Chair submits a report to the National Board of Trustees (NBT) via the Liaison (CI Committee Chairperson). Due August 15
- Discuss possible presenters for Teacher Educator Continuing Education conference sessions. This is for the subsequent year's conference. (Ex. Plan 2020 sessions in August/September of 2019)

September

- Chair communicates possible presenters for Teacher Educator Continuing Education sessions to CI Chair(s). Include first, second, and third choices. Due September 1. Approval from CI by September 15.
- Chair communicates with approved presenters to ensure commitment. Due to CI Chair(s) October 1.
- Chair communicates with CI chairs regarding committee meeting at conference. If not meeting in the assigned space, contact NCD, Executive Director, and Executive Committee immediately.
- Communicate with CORS regarding possible topics for Teacher Educator Roundtable session at conference. This is for the subsequent year's conference. (Ex. Plan 2020 sessions in September/October of 2019)

October

- Communicate confirmed Teacher Educator Continuing Education session presenters to NCCs and NCD. Due October 1.
- Chair submits a report to the National Board of Trustees (NBT) via the Liaison (CI Committee Chairperson). Due October 15.

- Continue discussions regarding topic and presenters for the subsequent conference's CTED Roundtable.

November

- Chair oversees CTED meeting at conference. If not meeting in the assigned space, contact NCD, Executive Director, and Executive Committee immediately.
- Chair communicates possible presenters and topic for Teacher Educator Continuing Education Roundtable to CI Chair(s). Include first, second, and third choices. Due November 15. Approval from CI by November 30.

December

- Chair communicates with approved presenters to ensure commitment. Due to CI Chair(s) December 15.
- Communicate confirmed Teacher Educator Continuing Education session presenters to NCCs and NCD. Due December 15.

January

- Ongoing committee business

February

- Chair completes panel submission form for Teacher Educator Continuing Education sessions and CTED Roundtable. Due February 1.
- Chair submits a report to the National Board of Trustees (NBT) via the Liaison (CI Committee Chairperson). Due February 15.
- Discuss and submit names to CI Chairs to replace member(s) rolling off at the end of the term.

March

- Ongoing committee business

April

- Ongoing committee business
- Update Job Description and submit to NBT Liaison

May

- Ongoing committee business

June

- Finalize committee business

Outgoing Committee Chair Checklist

Provide the following to the subsequent committee chair by June 30:

Updated subcommittee JD
All passwords for subcommittee google accounts (if applicable)
All reports, summaries, and agendas for the past year
All pertinent files
Finalize all google docs and transfer to the new chair in appropriate format

Finalize all unfinished email business

Forward any pertinent emails

Organize all committee files

Communicate status of committee work and assist in prioritizing next steps

Assist the incoming chair as needed