



Teacher Education Apprenticeship Panels

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 Teacher Education Apprenticeship Panels (TEAP) are standing Subcommittees of the National Board of Trustees (NBT) of the American Orff-Schulwerk Association. The three panels are: Basic Teacher Education Panel (BTEAP), Movement Teacher Education Panel (MTEAP), and Recorder Teacher Education Panel (RTEAP). All TEAP subcommittees are connected to the NBT through the Curriculum and Development Committee (CI), a standing committee of the NBT. The

Chair(s) of CI is the official liaison between TEAP and the NBT. All activities of this subcommittee will be coordinated through the AOSA CI Chair(s).

Our mission is to evaluate and recommend participants for the Basic, Movement, and Recorder Teacher Education Apprenticeship Program, a program designed to develop the next generation of Orff Schulwerk teacher educators.

The tasks of these committees are:

- Review and evaluate apprenticeship applications in a timely, professional manner
- Communicate with members of the CI committee at times outlined in the timeline
- Assist the CI Committee in the development of materials associated with the program
- Develop, review, and utilize standard rubrics for assessment of apprenticeship candidates

Timeline

All tasks are assigned to each of the TEAP sub-committees unless otherwise noted. The work is meant to be in tandem across the three subcommittees.

July

- Review copy of TEAP 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.
- Update rubrics, applications, and guidelines for use for the upcoming application cycle. All changes are sent to the CI chairs for committee approval during September NBT meeting. Due: Sept 1.
- Communicate with the Professional Development Director to ensure both evaluations of apprentices and mentor teachers have been submitted. Due Sept 1.
- Meet via Skype upon request with the Curriculum and Instruction Committee and the apprentice candidate to reflect on process and to give constructive feedback if requested.

September

- Follow up on any outstanding committee work.
- Chair confirms meeting time at conference with CI chairs.
(If different than Thursday during the lunch hour)
- Chair(s) prepare talking points and handout for question and answer session at conference.
Name: "So You Want to be an Apprentice"

October

- Chair submits a report to the National Board of Trustees (NBT) via the Liaison (CI Committee Chairperson). Due: October 15.

November

- Chair oversees TEAP meetings at conference on Thursday during the lunch hour.
- Present “So You Want to be an Apprentice” question and answer session at conference.
- Apprenticeship applications and letters of recommendation are due from applicants to Professional Development Director. Due: November 15.
 - BTEAP and RTEAP – Orchestration and speech piece. Due: November 15.

December

- Upon receipt from PDD, committee reviews and completes the checklist.
- Applicants with late or incomplete submissions are notified by the PDD that they will not be moving forward.
- Applicants who have successfully submitted Phase 1 materials will be notified that they will be moving on. Include a review of the requirements for Phase 2. PDD will send this communication after receiving input from TEAP and CI.
- Deadline: December 15.

January

- Lesson plans and videos are due from applicants to PDD by January 31.

February

- Chair submits a report to the National Board of Trustees via the Liaison (CI Committee Chairperson). Due: February 15.
- Upon receipt from PDD, committee evaluates and completes pertinent lesson plan/video rubrics.
- Applicants with late, incomplete, or unqualified submissions are notified that they will not be moving on by the PDD.
- Feedback on lesson plans and videos will be submitted to the PDD by the members of each TEAP team.
- PDD will notify all apprentice applicants of their status by March 1.
- All letters to candidates not being approved must be reviewed by CI Chairs and at least one member of the Executive Committee before dissemination by PDD. Deadline: March 1
- Discuss and submit names to CI Chairs to replace member(s) rolling off at the end of the term.

March

- Ongoing committee business

April

- Skype meeting to reflect and review current year’s apprentice review cycle.
- Review TEAP documents and send any recommended changes to CI Chairs
- Update Job Description and submit to NBT Liaison

May

- 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

