

PRIMARY TEACHER GUIDELINES

We are streamlining our process to operate with primary teacher assignments. This will make it easier for you to govern the progress and communication of your assigned levels.

1. Self-Assessment & Goal Setting at the beginning of each Semester
 - Hand out to your primary level(s).
 - Walk the students through the process, explaining what each component means.
2. Policy - Monitor and Enforce
 - Attire
 - Conduct
 - Attendance (Nordica will take attendance; primary teachers will monitor for progress)
3. Progress Management
 - Track progress of the students in your primary levels
 - Suggestions for progression:
 - Private Lessons
 - Additional Classes in the Level below
 - Extra Conditioning
4. Evaluation
 - Group Eval after Semester 1: Director & Primary Teachers
 - Individual Eval after Semester 2: Director, Primary Teacher, Parent, Student
5. Rehearsals & Choreography
 - Be aware of the rehearsal plan & schedule
 - Make sure to complete the choreography by established deadline
6. Correspondence
 - Questions & Concerns from parents - forward directly to Marcie
 - Status/Progress/Concerns - report to Marcie
 - Questions/Concerns in non-primary levels - report to primary teach of that level to avoid conflicting messages to students
7. Google Calendar
 - Record Absences & Substitutes
 - Record Privates
8. Meetings
 - Monthly Staff Meetings - first Tuesday of the month 2:15 to 3:15
 - Admin Details
 - Primary Level Questions and/or Concerns
 - Semi-Annually - Faculty Development