Think about this picture. How do the band members know exactly where to stand, what note to play, when to move? Where did they learn these procedures?

Yes, there is a band major!!!!! (Teach)

Yes, they were shown the moves!!!!! (Model)

Yes, the rehearsed over and over again!!!!! (Practice)

Yes, they have shown discipline!!!!! (Reinforce)

These are the magic words (other than please and thank you) when you want someone to do the same thing over and over again. Let’s face it, for about 185 days a year, you will have to get then students to perform (music or no music) the same routines day in and day out!!
This is probably the most misunderstood and least taught skills of traditional teacher preparation courses. Not here!!!!! I promise you, you need to know this, and you may not get it anywhere else.

#1

Before we get into just exactly what procedures we should teach and how to teach them (which will largely be covered in Wong Chapter 19 and 20, the Harry Wong video, and Denton Chapters 1,2,3) we need to begin to think about what makes a good manager.

How many people have had a bad manager? I can believe, that if you are like me and have a similar working background….. The old days.

1st job- 14 years old, dishwasher, Meeting Place
2nd job- 16 years old, Whopper maker, Burger King
3rd job- 16 years old, grill boy, Dairy Queen
4th job- 17 years old, Pizza Delivery, John and Mary’s
5th job- ???? years old, Leeward Community College

Think about when you walk into work….
What do you like to hear?
What do you like to see?
How do you like to be treated?
What about when you are on the job and it is really busy?
What about when you are doing great?
And how about when you are struggling?

Youn know that there is a huge difference between good management and bad !!!!!!!!
So what makes a good manager? (Go to Assessment #1)

Start thinking...these are some very basic things that you should begin to put on your MGMT

Scheduling, Scheduling, Scheduling
Think in terms of a yearly schedule with emphasis on particular areas of the school year:

**First month**

- Make sure to introduce all students to yourself, the other students, the school and staff members. (Think of activities which can facilitate these processes. i.e. scavenger hunt, ice breakers, gift giving, sharing)
- Make sure to introduce, model, rehearse and reinforce school and classroom policies and procedures. (Operative word here: Rehearse)
- Be sure to model appropriate communication between students. Do some interesting team building activities. Make sure they all know there are different roles working together.
- Make sure to include some of your best and most exciting activities. Build excitement and let them know it will be a fun year.

**Holiday months**

- There are tons of opportunities to keep the students engaged and happy to be at school. Think about how you can incorporate Admissions Day, Labor Day, Halloween, Thanksgiving, Christmas, Columbus Day (however you look at it), Veterans Day, Election Day, etc.
- Give the students an opportunity to connect with their homes and communities.
- Make sure to celebrate in some fashion with art projects or presentations

**After Christmas**

- Don’t be surprised if some students seem like they hit the reset button. Recover some skills, policies and procedures. The younger they the more they tend to forget. Run them through the rehearsals
- That said, don’t be afraid to reexamine what you have done and see if you can’t make changes and additions.
Think of some important dates: Martin Luther King, Jr. Day, Chinese New Year, Bob Marley’s Birthday, Valentine’s Day, President’s Day

Test Time-

- This can be stressful for all peoples involved. Don’t pass this on to the students.
- Make sure your students are well prepared for the standards and benchmarks.
- There will be testing in April and much preparation in March.
- At about this time, students and teachers alike can begin to feel the end of the year.

Summer Transition-

- Reaffirm procedures and routines. Make sure the students are holding on for the entire year.
- Plan some exciting and culminating field trips and activities to get the students engaged.
- Do some lessons which you didn't find time for.
• Add something creative
  Spring to summer transition- hold on for the whole year, exciting and culminating events are lessons you have wanted to do all year,

Think **everyday**: HAVE A PLAN and

PLAN FIRST!

• You might want to put academics in the morning
• Think about greetings, openings, morning meetings, resources
• Think about managing all varieties of work: seat, quiet, group, home, project, journal, peer share, brainstorm, art
• Think about managing materials: pencils, paper, supplies, staples, sharpener, markers, crafts
• Students love to play the support role: line leader, paper collector, attendance, cleaner, etc.
• Have a plan set to get the students attention and USE IT EXCLUSIVELY!
• Go through rules when called for, procedures regularly, especially those that deal with hassles: noise and mess.
• Look hard at how you will deal with issues of discipline: bully, tattle, fight, tardy, cheat, language, behaviors

Follow through....