



Roles: Music Festivals Adjudicator and Music Festivals Clinician

Rate of pay: Stipend of \$200 per festival

ROLE OVERVIEW

The Department of Arts Education (DAE) is looking for teachers and educators to apply to be Adjudicators and Clinicians for the DAE Music Festivals. The DAE has a long-standing tradition of managing the Music Festivals for the district. These opportunities allow students from across the city to experience performing prepared pieces and receiving constructive feedback from established music adjudicators.

The DAE seeks to hire Music Festival Adjudicators and Clinicians for the following ensembles:

- **Vocal and Piano Solo and Ensemble (one Festival per year)**
 - Students prepare vocal and/or piano solos or ensembles for this festival. Students are given an adjudication sheet (ratings and feedback) and clinic time during the 10-minute performance time.
- **Instrumental Solo and Ensemble (one Festival per year)**
 - Students prepare instrumental solos or ensembles for this festival. Students are given an adjudication sheet (ratings and feedback) and clinic time during the 10-minute performance time.
- **High School Chorus (two Festivals per year)**
 - Directors bring ensembles to this festival and receive a rating based on an averaged score from three judges. There are two rotating clinicians who watch the ensemble perform onstage, then give students a 30-minute clinic based on their performance.
- **Elementary Chorus (two Festivals per year)**
 - Directors bring ensembles to this festival and receive a rating based on an averaged score from three judges. There are two rotating clinicians who watch the ensemble perform onstage, then give students a 30-minute clinic based on their performance.
- **High School Band/Orchestra (three Festivals per year)**
 - Directors bring ensembles to this festival and receive a rating based on an averaged score from three judges. There are two rotating clinicians who watch the ensemble perform onstage, then give students a 30-minute clinic based on their performance.
- **Elementary Band/Orchestra (two Festivals per year)**
 - Directors bring ensembles to this festival and receive a rating based on an averaged score from three judges. There are two rotating clinicians who watch the ensemble perform onstage, then give students a 30-minute clinic based on their performance.
- **Mariachi (one Festival per year)**

- Teachers can either bring full ensembles for feedback on their performance or attend with an ensemble or section of students for a clinic-only session. After the full ensemble performances, students will break out into clinics by ensemble sections to practice music given to them ahead of the festival and work with expert musicians who have studied their specific instrument. After clinics, all students come together for a final performance.

Adjudicators and Clinicians will be paid \$200 per festival. Adjudicators and Clinicians will receive payment for festival(s) worked according to the CPS payroll schedule.

POSITION INFORMATION

For these positions, the Department of Arts Education seeks arts teachers, teaching artists, arts partners, professional musicians, or active CPS retired employees with endorsements in the arts who are:

- Currently employed by a CPS district-managed school and have a CPS ID
- Currently employed by a charter / contract / options school that has a CPS vendor ID
- Currently employed by an active arts vendor
- Currently employed as a CPS Retired Employee

If you are not in one of the categories in the list above we still encourage you to apply. You will need to go through the CPS Miscellaneous Employee staffing process if you are selected as an adjudicator/clinician. Prospective Miscellaneous Employees must go through fingerprinting and background checks and TB/drug testing. This process may take up to two months. The cost of this employee processing may be the responsibility of the applicant.

DUTIES AND RESPONSIBILITIES

In school year 2018–19, Adjudicators and Clinicians will be staffed according to their availability during the [festival schedule](#) and their previous experience. For each festival, the employee will be identified in advance as either the Clinician or Adjudicator for the festival.

Duties and responsibilities for **Adjudicators** are as follows:

- Gives appropriate written and/or verbal feedback as rationale for scores given
- Attends festival meeting(s) prior to each festival
- Follows Music Festival Handbook guidelines regarding scoring or speaking time in between pieces/groups

Duties and responsibilities for **Clinicians** are as follows:

- Provides clear, actionable examples and suggestions that relate to student performance in order to help students improve
- Communicates with the director and students in a respectful and appropriate manner

QUALIFICATIONS

- Demonstrated content expertise in at least one of the following music disciplines: Orchestra, Wind Ensemble, Mariachi, Jazz, or Choir
- ISBE-certified or endorsed in the arts discipline(s) taught (*preferred*)
- Experience in leading and preparing large student ensembles for public performances
- Experience as an adjudicator or clinician for large or small ensembles (*preferred*)

TO APPLY

[Fill out the application form online by clicking this link.](#)

Please complete all questions on the application form, and attach the following:

- An updated **résumé** including any adjudicator or clinician experience and any ensembles you have led
- A **video** (or link to a video) of you leading an ensemble or engaging in arts-related teaching (*NOTE: if a video is not attached, or the attached video does not clearly show instructional practice, then a phone call will be scheduled.*)

Please submit your application by 11:59pm on **November 30, 2018**.

If you have questions about this position, or would like more information before applying, please contact **Melisa Rutkelis at mrutkelis@cps.edu**.

SELECTION PROCESS

1. **Initial Review.** The DAE staff will conduct an initial screening of each application, ensuring completeness. Completed applications will move on to Criteria Review. *Applications that do not meet the requirements above will not be considered.*
2. **Criteria Review.** The DAE will evaluate each application using a scoring rubric (see p. 5). A phone call will be set up for applicants with missing or inadequate videos. In addition to examining rubric scores, the DAE will intentionally work to assemble a group of adjudicators and clinicians that fully represent the district, including a wide range of artistic disciplines, grade bands, geographic areas, cultural and racial identities, teaching tenures, and school types.
3. **Final Adjudicator and Clinician Selection.** After Criteria Review, applicants will be notified via email on or around **December 7, 2018**.
4. **Non-CPS Applicants.** If selected as prospective Adjudicators and Clinicians, applicants will be required to become a staffed CPS Miscellaneous Employee. *Note that this process*

may take up to two months, so selected applicants must begin the staffing process as soon as possible. The process is as follows:

- a. Apply for "Part Time Seasonal Position" by going to www.cps.edu; click on the purple icon titled "CPS Careers" and search for Job #1400015M.
- b. Email Melisa Rutkelis (mrutkelis@cps.edu) after completing the application.
- c. The CPS Department of Arts Education will fill out a Staffing Recommendation Form for each applicant and send it to Human Resources.
- d. HR will contact each applicant about next steps (e.g., a background check, TB testing, drug testing). The cost of this employee processing may be the responsibility of the applicant.

Music Festival Adjudicator and Clinician Scoring Rubric

Criteria	1	2	3	4
<p>Instructional Approach and Content Expertise</p> <p>Score: _____</p>	<p>Video or call includes none of the following:</p> <ul style="list-style-type: none"> ○ Clear demonstration of knowledge of content and pedagogy in their arts discipline ○ An environment of respect and rapport with students ○ Student voice considered through the delivery of the lesson material 	<p>Video or call includes some of the following:</p> <ul style="list-style-type: none"> ○ Clear demonstration of knowledge of content and pedagogy in their arts discipline ○ An environment of respect and rapport with students ○ Student voice considered through the delivery of the lesson material 	<p>Video or call includes most of the following:</p> <ul style="list-style-type: none"> ○ Clear demonstration of knowledge of content and pedagogy in their arts discipline ○ An environment of respect and rapport with students ○ Student voice considered through the delivery of the lesson material 	<p>Video or call includes all of the following:</p> <ul style="list-style-type: none"> ○ Clear demonstration of knowledge of content and pedagogy in their arts discipline ○ An environment of respect and rapport with students ○ Student voice considered through the delivery of the lesson material
<p>Ensemble Leadership Expertise</p> <p>Score: _____</p>	<p>Applicant has no record of ensemble leadership.</p>	<p>Applicant has little experience with ensemble leadership.</p>	<p>Applicant has some experience with ensemble leadership (1-2 years).</p>	<p>Applicant has substantial experience with ensemble leadership (3+ years).</p>
<p>Adjudicator / Clinician Expertise</p>	<p>Applicant demonstrates no experience as a music adjudicator and/or clinician.</p>	<p>Applicant has little experience as a music adjudicator and/or clinician (1 time) at the grade level(s) for which he/she is applying, OR applicant has experience as an adjudicator or clinician at different grade level(s) than the ones for which they are applying.</p>	<p>Applicant has some experience as a music adjudicator and/or clinician (2 times) at the grade level(s) for which they are applying.</p>	<p>Applicant has substantial experience as a music adjudicator and/or clinician (3+ times) at the grade level(s) for which they are applying.</p>
<p>Total Score: _____</p>	<p>Poor = 3-4 Points</p>	<p>Fair = 5-7 points</p>	<p>Good = 8-10 points</p>	<p>Excellent = 11-12 points</p>