

JUNIOR INSTRUCTOR PROGRAM

The Junior Instructor Program offers Shumka School students and Shumka company members ages 14 and older opportunities to teach classes under the supervision, training, and mentoring of qualified and experienced lead instructors.

Duties of a Junior Instructor

- ◆ While under the supervision and mentorship of the lead instructor(s) in the class, Junior Instructors will provide students with dance training and will have knowledge and/or be willing to acquire the knowledge of the material covered in the grade(s) being taught.
- ◆ Preparing the dance studio environment according to the needs of SSD and the lead instructor(s), which includes, but is not limited to, the following:
 - Ensuring the barres and props are ready for use prior to the start of class, as per the direction of the lead instructor(s) in the class(es).
 - For Pre-Beginner and Beginner classes, placing out student spot placements, gathering props, or hanging visual aids, as required by the lead instructor(s).
 - When demonstrating exercises or dance steps, ensuring it is always 100% full-out with correct technique and timing.
 - Stopping and starting the music as required.
 - Dry mopping the studio floor.
 - At the Sherwood Park location, setting up the mirrors, barres, AV cart, pulling the gym curtain divider, and marking the centre with tape.
- ◆ Taking younger students to the washroom and water fountain (Pre-Beginner, Beginner).
- ◆ Working with students one-on-one when individual attention might be required.
- ◆ Learning about choreographic processes.
- ◆ Ensuring studio cleanliness and tidiness prior to the start of the class. This includes picking up clothing, rollers, water bottles, garbage, and any other miscellaneous items.
- ◆ The Junior Instructors in Core Ukrainian classes (Grades 1 – 9) are required to stop and start the music for the students' syllabus examinations.
- ◆ The Junior Instructors in Pre-Beginner and Beginner classes are required to dance on stage with the students at the Winter Concert and/or the Year End Show in costume.
- ◆ Staging props or spot placements for the dance. Junior Instructors should face the audience when placing props or spot placements on the stage, making it as graceful and swift as possible.

Policies

1. It is the Contractor's responsibility to be prepared for the specialized group instruction for which the Contractor has been contracted.
2. The Contractor will attend all applicable instructional commitments outlined in the School of Dance Calendar of Dates.
3. The Contractor understands the Contractor will, at times, be supervised by the SSD Principal when instructing classes, and will always be supervised by the lead instructor(s) in the class(es).
4. The Contractor will be prepared to commence teaching at least ten minutes ahead of the scheduled class start time.
5. The Contractor agrees with the USD to act in accordance with the SSD mission/vision and policies. The Contractor further agrees to carry out all reasonable directives of the Principal of SSD.
6. Invoices for services already completed shall be submitted to the USD's Programs and Outreach Coordinator at the General Office. Payments will be made after the invoice is accepted and approved by the SSD Principal and USD Executive Director. The Contractor is responsible for submitting invoices by the 25th of every month, for work already completed between the 26th of the previous month to the 25th of the current month. Invoices must include the hours worked per class, the contractor's name, mailing address, date, name of each class, dates of instruction, and total fee based on rate of payment stated in the Independent Contractor Agreement.

7. If applicable, attending the Tier 1 Shumka Dance Syllabus Academy (S.D.S.A.) workshop. Concepts such as time management, class planning/organization, S.D.S.A. introduction/orientation, the teaching of lexicon according to the age of the student, choreographic processes, analogies, and appropriate communication with students and parents, will be covered in the workshop, and will also be developed and practiced in class with the lead instructor throughout the Junior Instructor program. If the Junior Instructor has previously attended a Syllabus Workshop and would like to do so again before scheduling a certification examination, the Junior Instructor receives \$125 off the cost per workshop.
Following the Junior Instructor uniform as outlined: Girls: Pink tights, black bodysuit, black shorts or skirt, black Elastabootie, Paris teaching shoe, or boots. Boys: White T-shirt tucked in, black pants, black Elastabootie shoe or boots.
8. Demonstrating business casual dress wear (reference business casual section of the Parent Handbook) and overall etiquette of Shumka School of Dance, when representing SSD at any performance, festival, or School event.
9. Caring for, and respecting the dance facilities, studio equipment, costumes, props and any rented or Shumka-owned materials.
10. The Junior Instructor will attend all applicable commitments outlined in the School Calendar of Dates.
11. Addressing all instructors using Miss, Ms., Mrs., or Mr. in front of students, parents, guests, and other instructors (this applies to lead instructors, other Junior Instructors in the class, and the Principal, during all classes and other teaching-related commitments).
12. All Junior Instructors registered as a student at Shumka School of Dance, regardless of age, number of years taught, experience, or syllabus certification, are not permitted to use the Instructors' Lounge. Having a safe and reliable place for teachers to discuss matters that might involve Shumka School classes and students is the main purpose of an Instructors' Lounge. This can be compared to a "staff room" at a regular school. Assistants, those who have achieved Tier 1 Syllabus Certification and are not SSD students, are permitted to use the Instructors' Lounge.
13. To perform all duties to the best of the Junior Instructor's ability. To adhere to organization rules and procedures, including recordkeeping requirements and confidentiality of the organization and client information ("client information" means all information found on a Shumka School class list). To act as a member of the team responsible for accomplishing the vision and mission of Shumka School of Dance.
14. It is recommended that the Junior Instructor join the lead instructor and the students at all performances and festivals to learn about instructor backstage and festival processes.
15. In the event of illness or other personal emergency, it is the Contractor's sole responsibility to ensure the SSD Principal is notified in a timely manner and that the Contractor contacts an available Junior Instructor substitute to teach the class. A detailed per class list of available Junior Instructor substitutes shall be provided to the Contractor at the commencement of the Term.
16. The Junior Instructor must provide a minimum 24 hours' notice directly to the SSD Principal if the Junior Instructor will be absent from a class, unless there is a medical or other legitimate emergency which makes such notification impossible. If a Junior Instructor cannot reach the SSD Principal, the Junior Instructor should notify the USD Programs and Outreach Coordinator at the General Office.
17. The Contractor agrees to keep SSD's business secrets, including but not limited to customer, supplier, logistical, financial, research, and development information, and in particular the Shumka Syllabus for Ukrainian Dance, confidential, and not to disclose SSD's business secrets to any third party during and after the term of the Contractor's services has been completed.
18. Signing a contract of the aforementioned duties and policy information, at the start of the term.

Structure

YEAR 1 (regardless of age): Junior Instructor is a volunteer.

YEAR 2: The Junior Instructor is offered a starting wage of \$15.00/hour. **The Junior Instructor must be 16 years of age for payment to begin.**

YEAR 3: It is recommended that the Junior Instructor enroll in the Tier 1 Shumka Syllabus Workshop, examine, and become a certified Tier 1 instructor with the Shumka Dance Syllabus Academy. Becoming certified includes a change of the "Junior Instructor" title to "Assistant" as well as a wage increase. **The minimum age to examine is 16.**