



# Fine Arts Specialty Employee Packet

Updated 7.9.21



## Fine Arts Specialty Employee Application Packet

### **FISD Department of Fine Arts**

**600 S. Bois d'Arc**

**Forney, TX 75126**

**Phone: (469) 762-4100**

**Fax: (469) 762-4101**

Thank you for your interest in becoming a fine arts specialty employee. The Fine Arts Department of the Forney Independent School District believes that supplemental music lessons and other specialty roles play a vital role in the development of outstanding character, technique and musicianship which will enrich the total arts experience for all students by assisting them in their discovery of higher levels of skill and proficiency.

To be employed in the Forney ISD as a supplemental instructor, it will be necessary to complete and submit several different items before instruction may begin. Use of the following checklist will assist you in completing your application.

Mario Luna  
Director of Fine Arts  
Mario.luna@forneyisd.net

### **Check List for Completion of Application Packet (teachers new to FISD)**

- Fine Arts Specialty Employee application/Pre-Employee Affidavit
- Online Volunteer Form (online)
- Fine Arts Specialty Employee information form
- Resume (attach copy to application)
- Bio and photograph (after approved)



469-762-4100  
469-762-4101 (fax)

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www.forneyisd.net

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Fine Arts Specialty Employee Information  
(For Human Resources purposes)

To be completed by those individuals seeking part-time or temporary positions in roles such as marching tech, private lesson teacher, choreographer, clinician, etc.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_ @ \_\_\_\_\_

DOB: \_\_\_\_\_ SS: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Do you have a Texas state teaching certification? \_\_\_\_\_

Have you been fingerprinted for work in Texas public schools? \_\_\_\_\_

Reference	Phone	E-mail

Please sign below verifying the accuracy of the information provided above and indicating your desire to work in a support role within the Forney ISD.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### Fine Arts Specialty Employee Application

Instrument(s)/Vocal \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Available to teach: Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday \_\_\_

Level: Intermediate (6) \_\_\_\_\_ Middle school (7-8) \_\_\_\_\_ High School (9-12) \_\_\_\_\_

If you have a preference for particular school/schools, please list:

\_\_\_\_\_  
\_\_\_\_\_



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## Fine Arts Specialty Employee Guidelines

This attachment becomes a part of the Independent Contractor Agreement for the 2021/2022 School Year.

Independent Contractor agrees to charge the District approved amount of \$20.00 per lesson the length of which shall be a minimum of twenty-five minutes per lesson. In the event local campus schedules do not allow lessons to meet the twenty-five minute minimum, the Instructor, by signing this agreement, agrees to provide additional instruction, at no charge to the student, to meet the minimum of one hundred minutes of instruction per four-lesson period.

The Instructor, as a specialty employee with the District, agrees to the following:

1. To make himself/herself available to provide musical/vocal/dance instruction to any student enrolled in a regular fine arts program of the District.
2. To cooperate with the Band/Choir/Dance/Theatre Director in the scheduling of such instruction at a time that does not conflict with the student's other academic pursuits.
3. To cooperate with the Band/Choir/Dance/Theatre Director and the student's parents to assure the student's proper fine arts growth.
4. To prescribe instructional materials for the student that meets District curriculum standards and is readily accessible to the student at a reasonable cost.
5. To attend all scheduled instructional sessions unless prevented by illness or other good cause, and to give students reasonable notice of not less than twenty-four hours, except in cases of emergency. When lessons must be missed, in all cases, the Band/Choir/Dance/Theatre Director is to be notified on the day that the Instructor will not be meeting scheduled lessons.
6. To provide written notification to the Band/Choir/Dance/Theatre Director, along with cause, notice of termination of lessons on any student.
7. To comply with all applicable laws, Board policies, and rules pertaining to, but not limited to, dress and conduct, and the use and/or possession of drugs, alcohol, tobacco, or weapons on District property.
8. To follow, in its entirety, the Code of Ethics of the Texas Certified Teachers and the Texas Music Educators Association.
9. To handle all accounting and billing for lessons taught as prescribed by District or booster club.
10. To hold harmless and indemnify the District from all claims, demands, causes of action, judgments, and liabilities of whatever kind arising out of, or in connection with, or concerning this agreement between the Instructor and the District.
11. The supplemental lesson program, is under the direct supervision of the head director of each program.
12. Lesson badge must be worn at all times when on Forney ISD property and enter through the front office at each campus.

Forney ISD does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs and activities.