



Fine Arts Specialty Employee Packet

Updated 9.04.14



Fine Arts Specialty Employee Application Packet

FISD Department of Fine Arts

600 S. Bois d'Arc

Forney, TX 75126

Phone: (972) 564-4055

Fax: (972) 552-3038

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
- Fingerprinting Form (online)
- Fine Arts Specialty Employee Informational Sheet
- Resume (attach copy to application)
- Bio and photography (after approved)



A STEP BY STEP GUIDE TO BECOMING A PRIVATE LESSON TEACHER

Please complete each step so that you will be approved in a timely manner. If you miss a step, the application will not be approved. Once approved, you will be notified by the music director who requested you as a private lesson teacher on their campus.

1. Fill out and email the Fine Arts Specialty employee form
 - a. Email packet for Fine arts director
 - b. Communication will be sent to directors needing lesson teachers
2. Music director will contact you for an interview
 - a. Director will fill out the interview form
 - b. Director will contact two references
3. Fill out the Forney ISD online criminal background form
 - a. Found on Forney ISD website under Parent/Students then Forms & Documents
4. Once approved by the district, Human resources will contact you with more information on how to get fingerprinted. Every lesson teacher is fingerprinted no matter how the funding is going to take place.
5. Music director and/or fine arts director will contact you on the final approval once the fingerprinting process is complete.

Please note that you will not be permitted to teach on campus until you have completed steps 1-5 and your criminal background check comes back clear. There are no exceptions to this rule. Once you have been approved, the music director you are teaching for will notify you.
Thank you for your time!

Mario Luna

Director of Fine Arts
Mario.Luna@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.

In addition to submittal of this form, applicants should complete the form accessible via the district website at the link shown below to allow for a criminal history check to be completed as allowed by Texas law:

<http://forneyisd.schoolfusion.us/modules/cms/pages.phtml?pageid=237559>

Last Name; _____ First Name: _____

Middle Name: _____ Phone: (_____) _____ - _____

E-mail: _____ SS# _____ - _____ - _____

Driver License #: _____ State: _____

Address: _____

City, State, Zip: _____

Do you have a Texas state teaching certification? _____

Have you been fingerprinted for work in Texas public schools? _____

Reference	Reference Phone	Reference 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: _____

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



972-564-4055
972-564-7007 (fax)

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Forney, TX 75126
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Fine Arts Specialty Employee Application

Instrument(s)/Vocal _____ Date _____

Name _____

Home phone: _____ Mobile phone _____

Phone number to be given out to students: _____

Email: _____

Address: _____ City: _____ Zip: _____

Available to teach: Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___

Level: High School (9-12) _____ Middle school (7-8) _____

Have you taught previously? _____ Dates: _____

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

Professional and/or Personal References (List at least three):

Full Name	Position	Address/Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____



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Fine Arts Specialty Employee Guidelines

This attachment becomes a part of the Independent Contractor Agreement for the 2014/2015 School Year.

Independent Contractor agrees to charge the District approved amount of \$17.00 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.