

CSA Junior Faculty Handbook 2024-2025

Congratulations!

Welcome to the Center Stage Academy Junior Faculty program!

The CSA Junior Faculty Program (or JFac) is an educational program in which students gain valuable work experience while furthering their skills in arts education. Students will receive training in communication, child development, classroom management, CSA curriculum, time management, and organization. JFac members receive one-on-one mentorship with experienced teachers and develop skills that translate not just in the studio, but in their future roles in college and the workforce. It is important to our faculty that our program not only prepare team members for their role at CSA, but foster a love of the arts and develop leadership skills.

We are excited to offer the opportunity for young artists to apprentice and work in the field of arts education!

It's very important that you read and understand the following guidelines. JFac members are expected to take responsibility for their own schedules, tasks and commitments. Students should speak directly with the program director about any questions or concerns.

Annie Beile
Junior Faculty Program Director
Email: anniekbeile@gmail.com
Studio Phone: 660.747.6133 (call or text)

TEACHING FROM THE SOUL

"Education is not the filling of a pail, but the lighting of a fire."

-William Butler Yeats

Performing arts training is an educational process that has a major influence on the young minds that dance through our school for years to come. The dance, music, and theatre educator's role is not only to teach the newest steps or the correct technique, but also to instill self-esteem, confidence, and life lessons that will influence the students to become the best they can be. You may have thought you were merely training to become a teacher, but you may become a mentor, surrogate parent, disciplinarian, part-time psychologist, and more. Effective teachers understand that their influence and the lessons learned at the studio are the tools young artists will utilize to help make them successful adults, no matter how long they continue to dance/sing/act/perform.

Jr. Faculty Expectations

JFac members play a vital role in the studio by assisting CSA staff in classes, rehearsals and lessons. JFac members are expected to maintain attendance in the classes in which they assist as well as their own CSA commitments. JFac members are examples and mentors. We expect JFac members to treat this role with seriousness and respect.

Criteria for JFac:

- Member of CSA Student Leadership Team
- In 6th grade or older
- Placement in intermediate or advanced level classes
- At least one year of study with Center Stage Academy
- Ability levels demonstrated in class
- Consistent attendance in classes
- Interest in teaching
- Ability to meet the time commitment

Attitude

Be positive **at all times**. Your position as JFac member at Center Stage implies considerable authority from the perspective of your students and their parents. Your comments and opinions will carry considerable influence. As such, you are asked in the strictest terms to see that any comments you may make in the presence of students and parents regarding Center Stage or its staff, be without exception POSITIVE. Under no circumstances are you to discuss complaints or problems you may be having with anyone other than Annie, Coreena or Jennifer. The above not only includes work hours, but off hours as well. **Do not engage in gossip or ugly talk! As a leader and member of JFac, it is unacceptable to say or post anything negative about a student, faculty member, parent, or CSA as a whole.**

Attendance in Class

Being a part of the CSA Junior Faculty is an additional opportunity for CSA students. As a member of JFac, you are required to attend JFac classes and rehearsals as well as your own CSA classes, lessons, and rehearsals. Students with a poor attendance record in their own classes will be removed from the JFac program. We do understand that academic, family, and school commitments come up, so be sure to speak with Annie if you are experiencing a special situation. Follow the appropriate procedures as outlined under "Absences" if you will need to miss a class or rehearsal for which you are assigned to assist.

Appearance

JFac members are required to maintain a neat and tidy appearance while working. When you are working as a student assistant, be sure to **follow the dress code for the class in which you are assisting**. Dancewear should be clean and

hair styled neat and tidy. No faded t-shirts or tattered pants, athletic shorts, or baggy shirts. You are setting an example for other students. Remember, there are children that want to be just like YOU!

Time Commitments and Absences

Consistency is of the utmost importance in your job and is expected by the staff at Center Stage. In a classroom, children thrive and feel safe with consistency and routine and feel "out of sorts" with inconsistency. Consistency applies to the appearance of the studio and daily routine of the classes. As a Student Leader and member of JFac, your attendance will be closely monitored. Excessive or unexplained absences from JFac commitments or your classes are not accepted. If your attendance becomes a problem, you may be removed from the program.

If you absolutely cannot attend a class for which you are assigned, please adhere to the following procedures:

1. Contact the teacher that you assist to see if a substitute is necessary prior to the day you must miss.
2. If the teacher does NOT need a substitute, please fill out an absent form.
3. If the teacher would like a substitute, **YOU ARE RESPONSIBLE FOR FINDING YOUR OWN SUBSTITUTE.** Please refer to the sub list and arrange for another JFac member to assist the class. You will also need to fill out an absence form.
4. When a replacement is found, please notify the teacher you assist and communicate with the front desk about your substitute arrangements.

Plan ahead for absences. Trying to find a substitute on the day you'll be gone is not acceptable. Unless you are so ill you cannot use your phone, your parents should not be contacting the studio or teacher for you.

Your Junior Faculty commitments to Center Stage run to the end of the recital.

Tuition Discount Program

JFac is designed to train future leaders in the arts and provide educational opportunities for our students. JFac members are not compensated, but those that have reached an appropriate level of training and 11th grade will be eligible for tuition discount based on the number of hours completed:

- 2-4 hours per month: 3% tuition discount**
- 5-8 hours per month: 5% tuition discount**
- 9-12 hours per month: 7% tuition discount**

Criteria for Tuition Discount:

- Student must be in 11th grade or older
- Member of CSA Student Leadership Team
- Placement in intermediate or advanced level classes.
- At least one year of study with Center Stage Academy
- Ability levels demonstrated in class
- Attendance in classes
- Interest in teaching
- Ability to meet the time commitment
- GPA of 2.5

Please be sure you are submitting your hours to our Google Form in a timely manner. If you fail to submit your hours by the 26th of the month, you will not receive the tuition discount for the next month. The office manager will automatically apply your credit to your tuition for the following month (once the 2 hour minimum is reached, October work will be applied to November tuition, etc.). Work done in May will be applied to August of the following year or summer tuition. You can obtain a receipt from the office manager if needed.

Routine for Junior Faculty

Arrive 5-10 minutes prior to the start of your class. Make any personal preparations for your shift such as putting down your bag, using the restroom, pulling back hair, etc.

Greet your students and their parents in the lobby. Stand at the entrance door to the appropriate studio. Please do not stand around the front desk waiting for your shift. This area is reserved for customers.

Take your students into the studio ON TIME. It is your job to begin the class at the right time. A teacher may be talking with a student or parent, preparing music, etc.

Begin warm-ups or introductory activities regardless of class attendance if needed. (Even if just a couple of students are there on time, begin anyway. This will encourage students to be on time). Continue warm-ups until the teacher takes over the class.

At the end of class, escort students from the studio. Help be sure each young student has found their parent.

Put away/straighten up any props, and check for left behind shoes or warm-ups.

Record your time in the Google Form if you are tracking it for volunteer hours or a tuition discount.

Possible Assistant Teaching Duties

As an assistant, your duties include but are not limited to:

- Taking attendance
- Demonstrating steps or exercises
- Helping maintain discipline and focus
- "Entertaining" younger students while the teacher is working one on one
- Working with/correcting students one on one
- Writing down choreography, formations, theatre activities, etc.
- Helping to keep the studio neat and clean
- Occasionally choreographing progressions, combinations, or coming up with theatre exercises as instructed by the teacher
- Tying/adjusting dance shoes without being asked
- Adjusting hair
- Beginning warm ups
- Taking over class if a teacher must step out
- Anything else the teacher asks you to do

*All Junior Faculty must attend all extra rehearsals or performances for their class.

Communication with the teacher you assist is a key component of a successful experience for both of you! If you are unsure of what the teacher wants you to do, please ask for direction!

Useful Tips:

If you see a student that needs extra help, interject some useful teaching tips to help that student. If you have a visualization idea, use it. However, DO NOT interrupt the teacher.

If a student is not dancing, encourage him or her to participate. Sometimes all a tummy ache needs is a little special love and care.

Encourage discipline in the classroom. If a group of students is talking, go stand by them, tell them to quiet down, assign them a task, etc.

When a teacher is working with students one on one across the floor, talk about technique with older students, and quietly entertain younger students.

Teaching Tips For Gaining Trust And Respect

A good teacher gets to know their students. You want a child to trust and respect you as a dancer, teacher, and person. Get to know your students. What other activities excite them? Ask about soccer or school. The only way you'll get to know students is to ask questions about their lives.

Recognize parents. You're not expected to know the names of the parents but you should recognize who belongs to whom.

Be warm and energetic. Who cares if you're not really feeling that way, teaching is performing!

Take an active part in class. Practice dance class etiquette and encourage your students to do the same. Listen to the teacher (you may learn something you didn't know), no fixing hair, no sitting down, no practicing when the teacher is explaining something. Be engaged!

Use each class as a performance opportunity for yourself. In other words, practice your own dance technique when demonstrating.

Rehearse at home so you remember and can execute in full all the combinations taught the previous week.

Help the teacher end each class on a super-positive note (Clapping, saying thanks, etc.)