



San Fernando East Valley Branch

Certificate of Merit® Teacher Work Agreement

September 1, 2019

Dear CM Teacher:

In accordance with the CM Policies & Procedures it is necessary to formalize this willingness to help in the form of a **"Teacher Agreement"** so that we can guarantee the success of the program. This agreement outlines your minimum responsibilities as a teacher entering students in the program.

CM Information & Communication. I am required to attend the Fall Branch CM Information Meeting. I must have access to email and agree to check my email regularly.

SFEV Branches requires participating CM Teachers to work, in order to assist the Branch in the administration and operation of CM Evaluations. Participation requirements (e.g. number of work hours) are determined by the number of students a CM Teacher has registered as of November 1st. The Branches may use and collect a Teacher Work Agreement from each participating CM Teacher and impose a monetary fine ("Non-Work Fee") for CM Teachers who do not fulfill any mandatory CM work requirement established by CM Council and/or the Branch. CM Teachers who do not pay the Non-Work Fee by the deadline set by the Branch shall be barred from participating in future CM Evaluations until the Non-Work Fee has been fully paid.

Please read the next two pages carefully and then sign on the bottom. **This agreement must be signed and returned no later than the postmarked date November 13th.** Your student registration will not be considered complete until this agreement is received.

Please do not hesitate to contact me (shshaheed@aol.com / sharon@pianoplaymusic.com) should you have any questions or concerns regarding this matter. I look forward to working with you.

Thank you.

Sincerely,

Sharon Shaheed shshaheed@aol.com

SFEV Branch Chair

MTAC Certificate of Merit®



San Fernando East Valley Branch



PLEASE KEEP THIS PORTION FOR YOUR RECORDS!

Teacher's work assignment(s) and schedules will be emailed by Sunday, February 9, 2020.

No changes to the work schedule will be permitted after Saturday, February 15, 2020.

Applications & Enrollment:

- Enroll my students in the Certificate of Merit® program ("CM") online at new.mtac.org between Oct 1 and NO LATER than Oct 31 at 11:59pm. The Online System will compute CM fees due which includes applicable Branch fees.
- Late enrollments are NOT accepted after Oct 31, 11:59pm. Parent's late payments are NOT ACCEPTED after Nov 5th, 11:59pm.
- I must make every effort to ensure all Application Information is correct, and that my students' names are typed accurately.
- Errors CANNOT be changed after Nov 5th.

JOB ASSIGNMENT DESCRIPTIONS

CHECK-IN AND OUT DUTIES

- Must talk with parents and students on the day of the evaluation.
- Must direct students to their appropriate room and keep parents from entering the evaluation areas.
- Must check students in and out when they are finished, making sure that they are released to a parent or guardian.

EAR TRAINING: Assist students with CD players for the ear training portion of the theory test

EVALUATION ROOM MONITORS

- This assignment requires a teacher to constantly look for students and keep track of students playing times to make sure they prepared to play on time.
- Duties requires checking student's song books to see that they are in playing order.
- Keep copied music, test preparation materials and students' personal items out of the evaluation room, and work in a professional manner with their room evaluator.

TEST GRADERS: Grade tests at all levels from Preparatory to Advanced.

FOOD MONITOR/ HOSPITALITY (*Must have less than 4 four students registered*)

Assist in helping organize food and set-up for morning snack or for lunch.

THEORY ROOM MONITORS

- Move around the test room to support these guidelines: Make sure that students do not bring MP3 players, cameras, cell phones or backpacks into the theory test room.
- Make sure students complete test and have done their ear training.
- Monitor students when using the restroom for the protection of the student and to prevent students from sharing theory questions and answers.

PRACTICE MONITORS: Oversees and monitoring students to assure everyone has a chance to review their songs before their playing evaluation.



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CERTIFICATE OF MERIT® TEACHER WORK

Please return the next (2) pages to CM Chair.

I, (print name) understand by entering students in the Certificate of Merit Program, I am required to work and may not send a substitute in my place unless authorized in ADVANCE. **A fine of \$50 dollars per hour**, payable to the branch will be imposed, if I refuse to work, DO NOT show up for my assigned shift (pro-rated) if I show up late or leave before my shift is over. Should I refuse to pay the fee, I will be disqualified from participating in C.M. in the future until the fee has been paid. C.M. Policy V, Section #9.

- Conflict Resolution.** I must follow the *CM Policies & Procedures*, "Communication Procedures," and if I cannot solve a problem with my Student/Parent, I will direct any concerns and criticisms only to my Branch CM Chair.
- Confidential Information; Privacy.** I will not give out the name, address, email, or phone number of the CM Branch Chair, CM Council, or State Board Members to students or parents. I understand that I may receive, access, or handle data and information that is confidential in performing CM duties. I agree not to disclose any confidential information, including MTAC's policies and procedures and other copyrighted materials, to any third party, including students and parents, without the prior written consent of MTAC.
- CM Policies & Procedures.** I must read and abide by the current MTAC *State Bylaws*, *CM Policies & Procedures*, and *CM Syllabus* (which are incorporated into this Agreement by reference and posted for all members at the Teacher Portal).
- Primary Teacher.** I must be the Primary Teacher (as defined in *CM Policies & Procedures*) for the students I enroll in CM. I may not enter students under my name for any other teacher or I will be subject to possible disciplinary action, in accordance with *CM Policies & Procedures*.
- Volunteer Basis.** I understand and agree that I will not be paid any compensation for work rendered and will not be covered by any medical or other insurance by MTAC or MTAC's Branches. I understand and agree that I am not eligible for worker's compensation benefits, or any other benefits. My work rendered is in exchange for the participation of my students in the Certificate of Merit® program, which provides benefits to my studio and profession.
- Dropping students** from CM later DOES NOT change this Agreement, which is based solely on initial registrations. I will still be required to work the designated number of hours.

- The number of work hours are based on your student's online registration in October 1st -31st.
- NEW! Work assignments are assigned based on what work duties that are needed.**
- Teachers with **4 or less students** must work a HALF DAY (5 hours).
- Teachers with **5 or more students** must work a FULL DAY (8 hours) and may be asked to do more than one work assignment on that day.
- Teachers with **14 or more students** MUST be available to work TWO FULL DAYS (8 hours) or do extra duties.

SUBSTITUTES: Teachers may have a substitute(s) work his/her work assignment **only** if they are over 18 years old and have been approved by the CM chair. Substitutes must be approved **by Sunday, February 9, 2020**



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TEACHER'S WORK AGREEMENT

Please initial boxes!

I agree to work on my assigned day doing the required task assigned. My work is a valuable and a necessary component that ensures the success of the C.M. program.

PROFESSIONALISM

- I must work as assigned and maintain a positive attitude throughout the CM Day Evaluations.
- I will NOT use my cell phone for personal calls during my assigned CM work hours.
- I will NOT bring children (who are not CM students) with me to my CM work hours.

Please initial the box that shows your workday availability!

WINDS: Sunday, March 8th (Day Light Saving Time)
Teachers must be prepared to work a FULL DAY due to the low student enrollment.

STRINGS: Sunday, March 29th
Teachers must be prepared to work a FULL DAY due to the low student enrollment.

PIANO:

HALF DAY: Teacher with **4 or less students** must work 5 hours.

Sunday, March 8th (Day Light Saving Time) **Sunday, March 15th** **Sunday, March 22nd**

FULL DAY: (8 hours): Teachers with **5 to 14 students**.

Sunday, March 8th (Day Light Saving Time) **Sunday, March 15th** **Sunday, March 22nd**

TWO FULL DAYS and do extra duties: Teachers with **14 or more students**.

Sunday, March 8th (Day Light Saving Time) **Sunday, March 15th** **Sunday, March 22nd**

- I understand and agree that I will NOT be paid any compensation for work rendered and will not be covered by any medical or other insurance by MTAC or MTAC's Branches.
- I understand and agree that I am not eligible for worker's compensation benefits, or any other benefits.
- My work rendered is in exchange for the participation of my students in the Certificate of Merit[®] program, which provides benefits to my studio and professionalism.

I HEREBY WAIVE, RELEASE, DISCHARGE, AND COVENANT NOT TO SUE MTAC STATE OR MTAC BRANCHES, THEIR RESPECTIVE DIRECTORS, OFFICERS, AGENTS, MEMBERS, VOLUNTEERS, AND EMPLOYEES FROM ANY AND ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, OR DAMAGES ARISING OUT OF OR RELATED TO MY PARTICIPATION IN MTAC STATE OR BRANCH PROGRAMS, TO THE FULLEST EXTENT PERMITTED BY LAW.

CM Teacher Signature

Date

Please return only pages 3 to 4 of the Work Agreement NO LATER than November 15th.

For your convenience Work Agreements can be emailed to shshaheed@aol.com or mailed to Sharon Shaheed, 14724 Ventura Blvd., MZ-1 Sherman Oaks, CA 91403.