

Artifact Title: Rock Valley Conference Honors Band

Date Experienced: January 18, 2014

Artifact Description:

My artifacts are a collection of documents from the Rock Valley Conference Honors Band. The items included are a concert program I created, schedule of events for the day, staff and director email communications, sectional room arrangements, and a summary packet of the financial details from organizing the event. This was the first time I have organized an honors band event as a band director, and I learned a lot from this experience.

Wisconsin Administrator Standard Alignment:

This artifact best aligns with Administrative Standard 4 **Leading People:** *A school administrator is an educational leader who promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.*

This experience aligns best with Standard 4 because it demonstrates the educators' ability to successfully manage school facilities, fiscal operations, and ensure the safety of all students. The honors band festival required the educator to make decisions that would ensure a successful event and to also accept responsibility for any problems that occur. An administrator must have the ability to make quick, informed decisions that allow the school to continue operating with high standards while also protecting the safety of all students and staff within the school.

This festival demonstrates my competency in this standard because it required the educator to use his experience in leading people and organizing a large event successfully; these same tasks are reflected in every school day. The artifacts show the learning leader was able to organize and manage the honors band festival that included 100 students and 10 directors while maintaining high standards and expectations. A custodian was present during the event to help ensure a safe environment by making sure all outside doors were locked to prohibit intruders and "homerooms" (where students kept their belongings) were locked to prevent theft. There was a festival schedule created and distributed prior to the event along with pre-determined areas for sectionals, creating an efficient and successful day. Lunch and a morning snack were also organized and budgeted to ensure all participants including students, directors, and the custodian could focus on this important educational experience. The fantastic performance at the end of the day proved the prospective administrator's competence to organize and execute an efficiently run honors band festival.

What I learned about teaching/learning from this experience:

I have learned that I have grown immensely since the start of the education administration program. I am a lot more confident in my decision making and more clear and concise in my communication with students and fellow staff members. As a teacher I have found that I am much more successful when I am organized and make informed decisions. I am more successful in my everyday work and have also seen a solid base of trust develop from students, staff, and parents.

What I learned about myself as a prospective administrator as a result of this experience/artifact:

As a teacher, I grew in my confidence to lead and organize major events. As an aspiring administrator, I will use this newly gained confidence and this particular experience to hopefully become a successful administrator. The tasks that I was required to undertake in order to organize the honors band festival required me to grow in many ways, all of which were great practice for a potential principalship. This experience helped me gain some insight in what it is like to be in charge of a large group of students and teachers with all of them looking to you for decisions. When the process of organizing the festival began, I honestly thought it would create a large amount of stress. But actually, I experienced the opposite. I reveled in the opportunity to manage all aspects of organizing this event and enjoyed being a leader that everyone looked to for decisions and answers. This experience also taught me that I was able to problem solve quickly, which is something I knew I needed to improve when I began the education administration program. The honors band festival was a success, not only in the educational experience they received from it, but also the educational opportunity I received. Because of this event, I am becoming more confident in my ability to lead and communicate with people and to also organize and manage large scale events that are similar to running a school. I am happy with my progress in improving my administrative qualities, and look forward to potentially pursuing this as a career.