

**DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 4 EVALUATION — PART 1
TEACHING SKILLS**

Participant's Name Stacey St. John
Chapter Capital City Chorus Date 3/10/16
Classification: Director/Co-director ☒ Assoc/Asst. dir. ☐
Skill Area 4 Evaluation — Part 1 is to be completed for Director/Co-director or
Assoc/Asst. director only.
(For Candidate, see Skill Area 4 Evaluation — Part 2)

Instructions to chorus member:

Please complete this questionnaire in accordance with the directions provided by your president. **The information on this evaluation form is confidential and should not be discussed with the president, the participant or any other chorus member.**

Evaluate the participant's teaching skills by assigning a numerical rating of 1-5
(5 = highly effective, 1 = ineffective) for each item.

- 5 Methods of teaching a song 4.6
- 5 Methods of teaching vocal skills 4.7
- 5 Methods of teaching section work 4.6
- 4 Methods of teaching barbershop craft and style 4.5
- 5 Clarity of language 4.7
- 5 Follows a logical progression and pacing in teaching and rehearsal planning 4.7
- 5 Vocal inflection 5
- 5 Body language and energy, including facial expression 5
- 5 Maintains attention and control of the group 5
- 5 Presentation of material is appropriate to the level of the group and meets the needs of the various learning styles of the group 4.3

See instructions on page 5-4 of the *Administrator's Guide* for correct scoring.

Score

9.4

**DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 5 EVALUATION — PART 1
MANAGEMENT SKILLS**

Participant's Name _____

Chapter _____ Date _____

Classification: Director/Co-director _____ Assoc/Asst. dir. _____

Skill Area 5 Evaluation — Part 1 is to be completed for Director/Co-director and Assoc/Asst. director only.

(Candidates are not eligible for Skill Area 5 — Part 1.)

Instructions to chorus member:

Please complete this questionnaire in accordance with the directions provided by your president.
The information on this evaluation form is confidential and should not be discussed with the president, the participant or any other chorus member.

Evaluate the participant's management skills by assigning a numerical rating of 1-5 for each item (5 = highly effective, 1 = ineffective) for each item.

5 The participant selects and utilizes chorus members to assist her in the chapter's musical program. 4.8

IDK The participant provides training for the music staff members. 4.75

IDK The participant delegates duties to members showing strength in special areas. 4.6

5 The participant works effectively with chapter administration. 4.6

IDK The participant develops, trains and utilizes a musical team that makes it possible for each chorus member to receive individual assistance. 4.4

Score 4.6

**DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 8 EVALUATION — PART 2
COMMUNICATION SKILLS**

Participant's Name Stacey StJohn
Chapter Capital City Date 8/28/15
Classification: Director/Co-director ☒ Assoc/Asst. dir. ☐ Candidate ☐
Skill Area 8 Evaluation — Part 2 is to be completed by all classifications.

Instructions to participant:

Write a brief response to each question.

1. List five (5) ways a Sweet Adelines International director can communicate effectively with the chorus. (5 points possible)

① Verbal Communication
② non-verbal communication
③ eye contact
④ touch
⑤ listening

2. An individual member consistently makes singing errors and is upsetting to those around her. What communication skills would you utilize in handling this problem? (3 points possible)

Have a one-on-one conversation and use listening skills to first assess how she's feeling. Communicate sincerely and thank her for the work she's doing, but work together with her to →

3. As a director of a 40-voice chorus, what communication skills would you use to help an insecure assistant director become more confident? (2 points possible)

Assuming the insecure assistant is open to it, I'd video her and have a one-on-one session (5) with her. Watch the video together. Praise her for all the things she's doing well! →

Participant: Leave the rest of this page blank.

10 total points

Divide total points by 2 = 5 TOTAL SCORE, PART 2 (maximum 5)

Evaluator Latawika Allen Date 8/28/15
ED Signature _____ Date _____

**DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 10 EVALUATION — PART 2
REHEARSAL PLANNING & IMPLEMENTATION**

Participant's Name Stacey St John
Chapter Capital City Date 8/28/15
Skill Area 10 Evaluation — Part 2 is to be completed by all classifications.
Classification: Director Co-director ☒ Assoc/Asst. dir. ☐ Candidate ☐

Instructions to participant:

The time is six weeks before regional competition and three months before the annual chapter show. The chorus is competing. Write your plan for one regularly scheduled, three-hour evening rehearsal.

10 mins Physical warm-ups
20 mins Vocal warm-ups
20 mins review choreo-contest pkg
40 mins sing ballad (review problem areas, intro, tag, key
5 mins Good news fun vocal ^{mental break} changes, etc.)
40 mins sing uptune (same type of review as ballad)
5 mins run contest set
10 mins business meeting
15 mins sing/review repertoire songs for show - 2-3 songs
10 mins review choreo/speaking for show
5 mins closing - How we sang today

(Possible points = 5) 5 TOTAL SCORE, PART 2 (maximum 5)

Evaluator Latavia Allen Date 8/28/15
ED Signature _____ Date _____

DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 3 EVALUATION
ORGANIZATIONAL KNOWLEDGE & DIRECTOR RESOURCES

Participant's Name Stacey St. John
Chapter Capital City Date 8/28/15
Classification: Director/Co-director ☒ Assoc./Asst. dir. ☐ Candidate ☐

Instructions to Participant:

Write the letter corresponding to the item in the list below that correctly matches each of the numbered descriptions that follow. No term is used more than once.

- | | |
|--|---|
| A. Worldwide Liaison | J. Prospective Chapter Supervisor |
| B. Education Coordinator | K. The Pitch Pipe |
| C. Coronet Club | L. Directors' Coordinator |
| D. 2 | M. 3 |
| E. International Board of Directors | N. The quantity you've paid for |
| F. Leadership Development Committee | O. The quantity you need |
| G. Education Direction Committee | P. Copyright holders |
| H. Membership Coordinator | Q. Music Services Department |
| I. Music Education Committee | R. Arrangers |

- E ✓ 1. The governing body of Sweet Adelines International
- B ✓ 2. Who is responsible for overseeing the musical excellence of the region?
- G ✓ 3. Who is responsible for supervising and evaluating both the musical and educational programs of Sweet Adelines International?
- Q ✓ 4. Whom would you contact to determine if an arrangement has been copyright cleared?
- M ✓ 5. A chapter must compete at least once every ____ years in order to renew its charter.
- ✗ H 6. One of the two elected members of the Regional Management Team.
- N ✓ 7. For a Ready, Set...Grow program, how many copies of music may you make for those attending?
- P ✓ 8. The primary intent of copyright laws is to protect ____.
- K ✓ 9. What is the name of the official publication of Sweet Adelines International?
- ✗ L 10. Who is responsible for supervising the internal development of prospective chapters in the region?

Fill in the blanks:

11. The purpose of Sweet Adelines International is to educate
its members in the singing of barbershop harmony
12. What is the name of the International President? Marcia Pivodic
13. What is your Communications Coordinator's name? Bethany Grote
14. What is your ED's name? Jennifer Cooke
15. What is your Events Coordinator's name? Jamie Karmin
16. What is the name of the international program designed to introduce young women to the barbershop art form? Young Women in Harmony
17. Of the eight regional leaders, to whom would you go for:
 - a. approval of chapter standing rules? Team Leader (Sharon Terrel)
 - b. help in finding a coach? Education Coordinator (Jen Cooke)
 - c. help with membership retention? membership coordinator (Kathy Yonka)

Participant: Leave the rest of this page blank.

18 total points (Each correct answer is worth 1 point.)

Divide total points by 2 = 9 TOTAL SCORE (maximum 10)

Evaluator

Latale K Allen

Date

8/28/10

ED Signature

Date