



Notice of Job Vacancy #24-100

Posting Date: April 18, 2024

Position: Choreographer serving Monongalia County Schools

Number of Positions: One (1)

Location: Morgantown High School - Monongalia County Schools

Employment Term: July 1, 2024 – June 30, 2025

Salary: Stipend of \$2000 paid in quarterly installments for work performed.

Qualifications:

- Minimum high school diploma or equivalent required
- Previous choreography experience in a music setting required
- Strong dance and teaching skills required
- Strong communication and interpersonal skills required
- Patience and positivity as a role model for high school students required
- Ability to work professionally and collaboratively with the directors as well as band staff required
- Ability to pass a background check

Position Responsibilities: The selected candidate will have the responsibilities shown below. Other reasonable duties may be assigned by the immediate supervisor or their designee.

1. To oversee the writing (choreography), instruction, and equipment maintenance of the Morgantown High School M&M Line. If there is a desire to add any additional individuals to the staff (even to “help out”) they must be approved by the Director.
2. To oversee the organizational aspects of the MHS M&M Line. These aspects will include checking the daily schedule, gathering and reporting attendance for rehearsals and performances to the band office daily. Some decisions pertaining to matters of participation will need to be made in conjunction with the Band Director who will have the final authority.
3. To write / choreograph, instruct, and clean the performances for all tunes for the 2024-2025 school year including field show and sideline music. For this, you will need to work closely with the Director and Assistant Director.
4. To be responsible for the drill placements (including additional choreography) of the M&M Line working closely with the drill designer. It will be up to you to best utilize student leaders in these areas. It is the intent that through your instruction the M&M Line will advance to higher levels of performance.
5. To work closely with the Director, Assistant Director, and drill designer on a daily basis, how rehearsals will be structured, and how the M&M Line is integrated with the full band.
6. To share any discipline problems that may be associated with the M&M Line. These matters will need to be handled with the Director.
7. To be responsible for overseeing all equipment utilized by the MHS M&M Line. This will include requesting new equipment and/or supplies, documenting distribution, maintenance and collection of said equipment.
8. To report on time and be present at all band rehearsals, performance warm-ups, M&M Line sectionals, and staff meetings according to your published schedule.

9. To oversee the entire spring audition process for the M&M Line including clinics for the following year. You will need to work with the Band Director and Assistant Director in the planning and implementation of the audition process. An important part of this is communicating promptly and professionally with prospective students prior to the first clinic. All correspondences need to be approved by the Band Office before being sent to students.
10. To oversee (and work with the Directors in) the planning and implementation of Summer M&M Line rehearsals.
11. To oversee and complete an accurate inventory of all M&M Line equipment and supplies at the conclusion of the following years' auditions. This list will include a list of desired equipment and supplies for the following year.
12. To assist in other matters pertaining to the operation of the MHS M&M Line.
13. To acknowledge full understanding of the statements below:
 - The Director has final say on any aspect regarding the MHS M&M Line performance (performance content, style, and use of equipment, etc.)
 - Consistent problems with attendance, job performance, communication, and/or attitude of this staff member will lead to a conference with the band director. Consistent problems could lead to dismissal. If dismissed, compensation will only be awarded for services rendered prior to dismissal.
 - As a staff member who is primarily responsible for the performance, appearance, and overall presentation of a group of band members, it is also part of your responsibilities to be proactive in encouraging and promoting positive behavior and overall deportment of the M&M Line members in rehearsal and performance, and other band related settings (such as travel and in public assembly). Although all actions of the M&M Line may not be under your complete control, it is your responsibility to help instill pride in the group as a part of the whole, and to help monitor and/or intervene in any activities that might reflect negatively on the MHS M&M Line, MHS Marching Band, or Morgantown High School. Should any M&M Line members perpetuate or participate in negative or questionable activities while identifiable as a member of the MHS M&M Line, you may be subject to disciplinary action which may include, but not be limited to financial penalty, suspension from duties for a specified time (with or without pay) and possible termination of employment

Reports To: MHS Band Director; MHS Principal; EPIC Administrator

Conditions of Employment: Recommended by the EPIC Administrator; Confirmed by the EPIC Regional Council

Anticipated Start Date: July 1, 2024

Application Process: Candidates may make application one of the following ways:

Online application can be made online via Teach-In West Virginia Application System.

[Use this link to go to the online application system.](#)

Hard copy EPIC application can be downloaded from the EPIC website.

[Use this link to access the EPIC hard copy application.](#)

Once the hard copy application is complete:

Email to Shannon Johnson at sdjohnson@wvesc.org

Fax to 304-267-3599 Attention: Human Resources

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources

This posting will remain open until filled or no longer needed

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