



## **Notice of Job Vacancy #25-015**

**Posting Date:** July 15, 2024

**Position:** Color Guard Instructor serving Monongalia County Schools

**Number of Positions:** One (1)

**Location:** University High School - Monongalia County Schools

**Employment Term:** Immediately following the onboarding process – June 30, 2025

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

**Qualifications:**

- Minimum High School Diploma or equivalent required
- Previous experience in a color guard setting required
- Strong color guard 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 instruction and equipment maintenance of the University High School Color Guard.
2. To assist with the organizational aspects of the UHS Color Guard. 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 Directors who will have the final authority.
3. To assist in drill placement, 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 work closely with the Director, Assistant Director, and drill designer on how rehearsals will be structured, and how Color Guard is integrated with the full band.
5. To be responsible for overseeing all equipment utilized by the UHS Color Guard.
6. To report on time and be present at all band rehearsals, performance warm-ups, Color Guard sectionals, and staff meetings according to your published schedule.
7. To assist with the spring audition process for the Color Guard including clinics. You will need to work with the Director and Assistant Director in the planning and implementation of the audition process.
8. To oversee (and work with the Directors in) the planning and implementation of Summer Color Guard rehearsals.
9. To oversee and complete an accurate inventory of all Color Guard 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.
10. To assist in other matters pertaining to the operation of the UHS Color Guard.

**Reports To:** University High School Band Director; UHS Assistant Band Director; UHS Principal; EPIC Administrator

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

Anticipated Start Date: Immediately following the onboarding process

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](mailto: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**