



Notice of Job Vacancy #26-014

Posting Date: June 2, 2025

Position: Assistant Choreographer serving Monongalia County Schools

Number of Positions: One (1)

Location: Morgantown High School - Monongalia County Schools

Employment Term: July 1, 2025 - June 30, 2026

Salary: Stipend of \$1000 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. Work and communicate closely with the Choreographer to aid in efficient rehearsals.
2. Assist Choreographer in running M&M Line sectionals to teach warm-ups, music, dances, choreography, etc.
3. Aid in the development of Choreography and Drill Charts to enhance the visual appeal and function of the MHS M&M Line.
4. Aid in cleaning M&M drill and choreography at Summer Band, Band Camp, and evening rehearsals (when applicable).
5. Three general statements:
 - a. The Director has final say on any aspect regarding the MHS M&M Line performance (performance content, style, and use of equipment, etc.)
 - b. 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 a dismissal from your staff position. If dismissed, compensation will be awarded for services rendered thus far (in other words, a portion of your stated salary).
 - c. 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:

- i. Financial penalty (reduction in salary)
- ii. Suspension (with or without pay) from duties for a specified time
- iii. Termination of employment

Reports To: MHS Assistant Band Director; 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, 2025

Application Process: You may submit your application one of two ways:

Online application can be made via Teach-In West Virginia Application System by clicking on the link below:

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

Hard copy EPIC application can be found by [clicking on this link.](#) Once completed, you may submit it along with your credentials to EPIC one of the following ways:

[Use this link to upload your application to our secure portal.](#)

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

Fax to 304-267-3599 Attention: Human Resources

This posting will remain open until filled or no longer needed.

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.